

United Methodist church

Safeguarding Policy

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SECTION 1

1 Introduction

1 Status of policy, procedure and guidance

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

Following consultation, the policy and procedures laid down in this document have been approved by the United Methodist Church UK MA Council/Conference and therefore are mandatory.

Aim: To create Christian communities of love and care, where good practice in this area becomes a way of life.

2 Foundations

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

A, The gospel (Theological approach)

All human beings have value and dignity that originated from their creation by God in his image. As fellow Christians we have a duty to value all people, protect all, give them status, time and respect. The church is intended to be a place where all those who are hurt and damaged find healing and wholeness, be it the abused or offenders since forgiveness is central to the gospel. God's mission is a message of good news. Christian's calling is to be agents of healing and recovery. The church should speak peace and promote justice which is outworking love. The church belongs to a society where

violence and abuse prevail.

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

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

C. International and national law.

3. Societal context and legal framework: Legal arrangements and requirements vary between England, Scotland and Wales. What follows in this section are the general Principles as applied to England, as much of this is the same in all locations. There has been widespread coverage in the media of the failure of various organisations and individuals to adequately prevent, and protect children from, abuse – including the high profile cases of Jimmy Savile and the Rotherham Report. In recent years, there has also been a growing understanding of the importance of recognising abuse against adults who are vulnerable, whether inflicted deliberately or as a consequence of neglect. Since the start of the millennium, a broad spectrum of legislation, guidance, research and reports from all sectors have led to the development of policy and procedures in the safeguarding arena. Closer working partnerships have been forged through both children and adult safeguarding boards and a growing commitment to all those who work with vulnerable groups is leading to improved working practices.

● Legislation in relation to safeguarding practice for adults and children include:

Safeguarding Vulnerable Groups Act 2006

The Data Protection Act 1998

Human Rights Act 1998

The Crime and Disorder Act 1999

Children Act 1989

Children Act 2004

No Secrets 2000

The Mental Capacity Act 2005

Safeguarding Vulnerable Groups Act 2006

Defined a vulnerable adult ISA established

The Mental Health Act 2007

3. Case reviews

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

THEME 1 Abuse and risk are still not always recognised - Behaviour which might be of concern is still not recognised - In particular, behaviour which is potentially grooming behaviour is not recognised - Patterns of worrying behaviour are not recognised

THEME 2 The huge and ongoing impact of abuse on those who have been harmed The PCR report says, “The ongoing pain and distress of victims/survivors is deep and lasting. It is amplified when people, feel not been listened to. It is still not always recognised or responded to well.

THEME 3 People in the Church are still not responding well to serious situations . Well-meaning people can be naïve • There are still ‘lone safeguarding rangers’ who think they can manage situations on their own • Ministers can be very anxious about safeguarding and this may lead to concerns not being shared and sometimes safeguarding is not seen as a team activity

THEME 4 Abuse which has occurred in the church setting is even more distressing and a devastating breach of trust

THEME 5 There is a need for a further development of listening skills

THEME 6 People find it difficult to put respectful uncertainty into practice. There is a lack of skill in dealing with potentially contradictory views of people, so people find it difficult to recognise that those who are their colleagues and friends – and have done good things – can also do harm.

THEME 7 Responding well to the congregation in difficult safeguarding situations continues to be a challenge Pastors often struggle to deal with conflicts and tensions within congregations. The Past Cases Review Report says, “The impact of abuse within a Church community is often deep and lasting and sometimes cannot be resolved by those enmeshed in it.”

THEME 8 Recording Practice has improved but record-keeping is still not consistent enough.

THEME 9 Effective working with other agencies still requires development

THEME 10 There has been and remains, insufficient understanding of the significance of safeguarding concerns about those who hold leadership roles in Churches. There are many instances of people, other than Pastors, who are in roles of church leadership (for example, local preachers, worship leaders, Lay leaders) and who have behaved in a way that is not consistent with safeguarding. Yet among some in the Church, there is limited appreciation that this • may present a risk to others • presents an inappropriate role model hence the need for safeguarding policy within the United Methodist Church UK MA.

4. Ecumenical context

In churches, there is a continuing growth in ecumenical agreement and cooperation on safeguarding. Our participation in Churches’ Agency for Safeguarding and the Christian Forum for Safeguarding is of great benefit in building and maintaining relations with all Churches, especially the Baptist Union of GB and the United Reformed church, Church of England, Methodist church, the Salvation Army, the Church of Scotland, the Assemblies of God. Furthermore, these bodies enable and enhance our participation in discussions with government departments and agencies.

2. Safeguarding Policy Statement

Statement:

The United Methodist Church UK MA 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 community and culture.

This means we will:

- promote the welfare of children, young people and adults
- work to prevent abuse from occurring
- seek to protect and respond well to those that have been abused.

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

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

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

A. Commitments based on the foundations above, the United Methodist Church UK MA commits to:

1. Promote a safer environment and culture Church officers will respect all children, young people and adults and promote their well-being.

2. Create and maintain environments that:

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

3. Work to continue to strengthen and review these environments. This will be done by training, supporting, communicating, learning and maintaining quality assurance processes.

4. Challenge any abuse of power within church communities by ensuring church officers adhere to

safer working good practice and are supported to challenge bullying and abusive behaviour. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and adults with the knowledge that they will be cared for.

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

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

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

All officeholders and employees within the Church will cooperate with the statutory authorities in all cases. In responding to concerns or allegations of abuse relating to pastors, the Church will act in accordance with the requirements of criminal and civil law and the Constitutional Practice and book of Discipline of the United Methodist Church, and so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.

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

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

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

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

8. Care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

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

The Church will take responsibility for ensuring that steps are taken to protect others when any church leader, organisation leader or Pastors considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding contract. Members of the Church who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. The Church will be mindful of the need to provide support to members of families and congregations affected.

9. Respond to those that may pose a present risk to children, young person or vulnerable adults. The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community who may present a risk. The Church will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with the Church's safeguarding policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and standing order law.

B. Putting the policy into action: The Church needs to ensure that these commitments are followed as per the safeguarding policy. The policy is an active statement underpinning safeguarding work within the Church and the drive to improve practice.

All local churches need to:

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

3. Safeguarding organisational structure and responsibilities

The ethos behind the structure of the United Methodist Church UK MA remains true to the original values of its founder, John Wesley: valuing consultation, shared decision-making and responsibility across the Mission area. An outline of the Church's structure can be found on our website: www.unitedmethodistchurchuk.org

In line with the values of co-operation and consultation, all members, employees, office holders and volunteer workers at all levels of church life play a significant role in implementing safeguarding procedures. The Charity Commission and The United Methodist UK MA Insurance require all local churches to have the United Methodist church UK MA safeguarding policy in place and to follow it in all related to work with both children and adults.

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

The United Methodist Church UK MA has an obligation to support churches and those working with

children and adults in exercising their primary responsibility entrusted to them. Based on the foundations above, the United Methodist Church UK MA commits to the following key safeguarding roles and responsibilities:

1 At local church

The Pastor in Charge, lay leader and the Safeguarding Officer shall liaise with the Charge Safeguarding officer to provide support and oversight in implementing safeguarding as stated above and ensure that activities with children and adults, within the local church, are provided according to good practice and safeguarding procedures all the time. The local church Safeguarding Officer is the Local BOT chairperson who is a member of the Church Executive to report on implementation of the safeguarding policy. The Local safeguarding officer should be someone with high skills of confidentiality.

2 Charge level

The nominated charge safeguarding officers will support the local and the MA activities and ensure safeguarding policy is followed at all charge activities. The Pastor in charge and the charge lay leader must provide support and oversight for all safeguarding officers in implementing the safeguarding policies and procedures in local churches and at all charge level gatherings.

3 MA level: safeguarding lead and Safeguarding Team

The Mission Area Safeguarding Team, led by the Safeguarding Lead, undertakes support, coordination and development activities in relation to a broad remit of safeguarding areas working with the local Safeguarding officers, the United Methodist UK MA Conference, lay leaders. Its responsibilities works with DS, COS, Secretary, CM and MA Lay leaders to ensure all policies are in place, being followed and are effective to Support and provide the management of safeguarding issues, principally through liaison with the safeguarding agencies. The team is responsible for the commissioning and management of the Church's risk assessments, and manages and coordinates the clearance process for blemished DBS checks and has a monitoring role in relation to Pastoral DBS renewals. Current safeguarding best practice is promulgated for development and maintaining the safeguarding training strategies, reviewing of safeguarding policies and procedures and regular liaison with relevant agencies, including government departments, relevant voluntary sector organisations and other Churches in Britain.

b. Safeguarding Team

Safeguarding lead MA

Charge safeguarding officers

Local safeguarding officer (BOT Chairpersons)

. Responsibilities of the team

- PREVENT harm through best practice and the creation of a culture of informed vigilance
- PROTECT through responding effectively when safeguarding concerns arises

c. Safeguarding committee

MA Level

Superintendent, Lay leaders, safeguarding officer

Charge and local level

Pastor in charge

Safeguarding officers

Lay leaders

NB: The trustees are the lay leaders in office at the time of interaction

Roles of the committee

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

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

Allegations that do not appear to fall into the above categories but still amount to inappropriate conduct within the Church may mean that consideration needs to be given to invoking disciplinary processes or handling it by way of advice, supervision and training. In these situations, the pastor in charge, DS and lay leader will collaborate with the safeguarding officer to consider the course of action considering the safeguarding policy.

Where the concern that has been raised relates to domestic abuse the church should quickly respect their limits and advise noticing the domestic abuse law/act.

4. The UMC UK MA Policies and Procedures

This section covers the expected procedures during all activities within the UMC UK MA to meet the Church's Policy statement above in safeguarding the church community in promoting safety and good practice.

1 Responding well

A. Concern

There are many situations whereby a member of the Church may have concerns, or be made aware of concerns, regarding a child or adult. The person noticing or being informed of concerns must

consult with the Pastor, safeguarding church officer, safeguarding lead within one working day. The only exception to informing any of the above is if one of them is the subject of the concerns. If that is the case, then they will be excluded. At no time should the person who is the subject of the allegations be informed. Contact should only be made after discussion and agreement with the statutory authorities. Further action will be decided in discussion and agreement with the statutory agencies. Record

B. Listening

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

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

C. Emergency situations

The person receiving the information will need to assess whether the subject of the concern is at risk

of immediate harm and if so, take any immediate action necessary to safeguard by contacting statutory authorities such as police, child or adult services.

2. Risk Assessment

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

- Risks to the victim/survivor
- Risk to members of vulnerable groups within the church and involved with church activities
- Risks to the person believed to be responsible for the issue and their family
- Risks to the wider congregation or attendees at church activities
- Risk of loss of information/records
- Risk to the reputation of the United Methodist Church.

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

3. Referring to statutory agencies

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

- Risk to the safety of children or adults
- Loss of evidence which may hinder any investigation
- Increased anxiety for the subject of allegations before adequate information is available to make

them aware of the situation and next steps

- Consequent reputational damage for the Church when appearing to collude with a party under allegation concerned about a child? Record, support and consider risk throughout.

A. Guide for Action of identified risks

.Risk of harm immediate response

.Risk of harm Referral required

Concern Consultation required

EMERGENCY Call 999 Police • Immediate safeguarding intervention • Criminal investigation

Referral to Children's Services • Information and advice • Assessment • Common assessment framework (CAF) • Child in need (Section 17) • Child protection (Section 47) • Care proceedings

- Liaison with police, Children's Services/LADO • Church supervision/ oversight • Advice • Support •

i) Child safe/family supported

No / unsure/ Yes

Adult makes a disclosure of abuse (See 4.1 Responding well for further guidance)

Does the person have the mental capacity to make the decision to pass on the concern to the statutory services?

Does the adult give consent to refer the concern to the Adult Social Service or the police?

Tell the person you must share the concern they have raised in public interest/to prevent a crime.

.Risk of harm immediate response

.Risk of harm Referral required

Concern Consultation required

Does the harm disclosed relate to another person? Or is the perpetrator still in a position to harm other people?

Yes/No

ii) Adult safe/family supported

* Unless consent has not been given by adult with capacity about whom the concern is about

In addition, for adult referrals:

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

Once a decision has been made to make a referral to the statutory agencies, the information listed

above will need to be passed on whenever possible.

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

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

B. Possible outcomes

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

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

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

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

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

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

In each local authority there are published procedures for use by anyone in the area who may deal with the possible abuse of a child or adult. Those procedures are usually available online and on open access.

There are a range of outcomes open to statutory agencies following referral which include assessment, strategy meetings, case conferences, investigation and longer term interventions. Pastor in charge, DS and other church members may be asked to attend meetings, provide statements or give evidence in legal proceedings. If this is the case, the safeguarding officer needs to be consulted and the charge Lay Leader and superintendent must be informed. Remember to inform the safeguarding Lead officer as soon as possible before a referral. Record the information.

- Cases which should be referred to the Safeguarding Team:

- After identifying any risk posed by pastors, leaders, church member or raised allegations
- where a church has been requested to respond to a review undertaken by a statutory body following a serious incident.

4. Recording

Please forward to Safeguarding Records: safeguarding@unitedmethodistchurchuk.org records folder.

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

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

It is important that all records are kept in a secure place and only shared in accordance with legislation, government and the United Methodist Church policy, procedure and guideline

- Ensure they are up to date, signed, dated and timed.
- Where possible ask the person to review the notes and confirm that they are an accurate record.
- Pass records to the Safeguarding Lead MA as soon as possible but at the latest by noon of the next day.

5. Caring for those who have suffered abuse

The United Methodist Church UK MA recognises that abuse of an individual by someone within a church context can have a negative impact on not only the survivor, but on their family, the perpetrator's family and the church community. The impact will be different for different people and assumptions cannot be made about the severity of the impact and its perceived seriousness. The Church aims to respond to those affected by abuse in accordance with legislation and guidance but also with respect and compassion, providing pastoral support and additional support where appropriate.

The policy and procedures apply to: Children, young adults, families, and vulnerable adults abused by someone in the church, with or without post

The Church will always aim to provide appropriate pastoral support to those particularly where they may be survivors of abuse from the congregation. However, those receiving or dealing with reports of abuse should also consider whether other forms of support may be appropriate in addition to or instead of pastoral support within the Church. This may particularly be the case where the person is actively involved with another church or faith or has disengaged from the United Methodist Church as a result of abuse.

6. Providing support

The United Methodist Church UK will the terms of a survivors' counselling service in order to be able to offer short-term counselling to survivors and those affected by abuse in the Church.

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

Necessary arrangements and ensure a written agreement will be drawn up clarifying the terms of the support offered.

- Where support is offered, it will be provided in a way that respects race, culture, age, language, religious beliefs, gender and disability.
- Any support offered will be decided by focusing on the best interest and welfare of the children and adults involved.

7. Helping recovery and responding well

Recovery after any form of abuse is complex and will vary among individuals. For sexual abuse particularly it involves a process over a long period of time.

Seven essential elements to the process that need to be borne in mind when responding to those who have been sexually abused

- The opportunity to tell the story (to name the sin and share the experience)
- For someone to hear their story (that is, to believe and acknowledge the harm done and the fact that the victim is not to blame)
- Receiving a compassionate response to the victim (that is, to 'suffer with' is to walk with the person rather than try to 'problem-solve' immediately)
- An effort to protect the vulnerable from further harm (both the victim and any others who may be at risk)
- The community holding the perpetrator to account
- An act of restitution in as far as this is possible (though this does not necessarily include institutional or financial liability).

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

8. Disagreement

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

9. Caring for the congregation

a. Support

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

- What information can be shared
- When and how information can be shared - this may include a statement to the congregation delivered by the agreed Pastor (local Lay leader, superintendent and Charge Lay leader)
- Where and to whom people can go for support based on needs.

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

Aim of visit: To acknowledge people's pain and listen to how people are feeling, identify, support, enable recovery and support future ministry.

B. Additional actions of the Church where the safeguarding concern relates to a pastor, employee or volunteer of the local church: Whether an allegation is made about a Pastor, member or volunteer, the Church Council will need to consider what additional action, aside from a referral to the statutory agencies, may be necessary to safeguard other people from potential harm.

i. Suspension: This would be the expected action during any enquiries irrespective of role. However, there are some differences in procedure if the person is a pastor or officeholder, an employee or a volunteer. Standing Order sets out the process for suspension of a Pastor, probationer, student and lay office holder. This Standing Order should be considered prior to any suspension and clarity obtained from SO 013as to who the responsible officer for suspension

C. Resignations a lay office holder in the Church may resign from their role or a member may stop worshipping at the local church. It may also be that an employee resigns from their role. However, in all cases this does not negate the Church's responsibility for investigating any safeguarding concerns and reporting these to the statutory authorities for further investigation. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of a child/adult, including any in which the person concerned refuses to cooperate with the process.

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

D, Notifying the media It is the role of the DS, MA Safeguarding officer and /MA lay leader to discuss communicating about the matter with the media office and designated officer/adult safeguarding (local authority)/police. The safe guarding officer will help with preparing a range of communications including:

- Statements to be prepared in advance and issued if there is an approach by media
- Statements to the congregation by Pastor in Charge
- Responses for individuals within the church who may be impacted by specific situations.

The Local safeguarding officer will alert the Church Safeguarding Team to any matter that may be of media interest or need sensitive communications. This is to ensure that any information provided is coordinated and for ongoing support. Public statements delivered to the congregation will be made by the Pastor and safeguarding officer deemed most appropriate to deliver them following

consultation with those managing the case at MA level.

The MA safeguarding officer is available to receive any information on safeguarding@unitedmethodistchurchuk.org or their phone numbers in the directory provided. They should be made aware of matters as soon as possible to allow suitable statements to be prepared.

10. Notifications

1. Notification to The United Methodist church UK MA Insurance : The Church safeguarding officer will do this as soon as possible with the BOT input, awareness and consultation with the team.

2. Notification to the Charity Commission: Serious Incidents Report to the Charity Commission (England and Wales) or Notifiable Events to the OSCR (Scotland) The Charity Commission is the independent regulator of charities in England and Wales and Scottish Charities Regulator (OSCR) for charities in Scotland. Both regulators have a responsibility to investigate mismanagement or misconduct in the administration of a charity. For the purposes of this guidance, reference is made to a serious incident report but in Scotland it is known as a notifiable event.

A serious incident report is a notification made by or on behalf of the trustees to the Charity Commission, to inform the Commission about an incident or suspected incident that could have a significant risk to the assets, reputation or to the beneficiaries. Safeguarding allegations involving allegations of abuse against children or vulnerable adults that are alleged to have occurred in a local church, charge, and MA context must be reported to the Charity Commission. If there is doubt about whether an incident should be reported to the Charity Commission, please contact the Conference Officer for Legal and Constitutional Practice

A serious incident report to the Charity Commission should be made to:

rsi@charitycommission.gsi.gov.uk Further guidance is available from the Charity Commission. www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity/

A notifiable event to OSCR should be sent to: notifiable@oscr.org.uk Further guidance is available from OSCR at: www.oscr.org.uk/media/2155/2016-03-15_guidance-for-notifiable-events_web-version.pdf

i. When reporting a serious incident, the following information should be provided:

- Whether the incident happened or whether there have been serious allegations or suspicions that it happened
- Who was involved when the incident happened (and their position in the church)
- Whether this person is still involved with the church – and if so, what actions have been taken to minimise safeguarding risks
- What action, if any, has been taken since the incident
- Whether there has been any publicity about the incident
- Whether investigations or inquiries are being undertaken, by whom and what the outcome is of any concluded inquiries

- Whether the police, another regulator, law enforcement or government agency is involved, the name of the agency and what action it has taken, if any (where relevant, provide a reference number)
- confirm that safeguarding policies and procedures are in place and are being followed – and if not, explain why not

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

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

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

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

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

. Consideration of action prior to any court case: There may need to be an interim safeguarding agreement (Covenants of Care) when people are facing statutory investigation (this might also apply when a formal complaint has been made about them to the Church).

Statutory agencies will expect that such an agreement has been assessed to consider if it is possible for the alleged abuser to still attend church. The Safeguarding committee will ensure arrangements are put in place.

11. References/court proceedings/representative meetings

On occasions lay office holders, employees or pastors in the church may receive requests for references either in relation to employment, to give evidence in court proceedings or to attend meetings as a representative of the church with statutory agencies (police, Children’s Services or Adult Social Care) relating to a safeguarding matter. When being called to court as a witness, there is a legal requirement to attend in order to provide confirmation of a factual account. This is different from being asked to provide a statement relating to the good character of the party in court for the defence. It is important to clarify on which basis involvement is being sought.

Character references should not be provided except in exceptional circumstances which should be discussed with the DS.

. Notifying other churches and community organisations

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

12. Risk assessments

The United Methodist Church initiates various forms of risk assessment in a response to safeguarding matters. These are commissioned by the MA CSO, completed by the charge safeguarding officer or conducted at church or local level dependent on the circumstances and level of activities at hand. Proportionality is a fundamental principle in considering the nature or risk assessment that is appropriate in each case.

Risk Assessments are mandatory at all activities, venue, equipment and potential incidents.

Assessment should clearly identify the potential risk, incidents/accidents action plan and reflective evaluation. Refer to health and safety incidents.

An interim Covenant of Care may be put in place while a police, Children's Services or Adult Social Care initial assessment or investigation are ongoing. This should also be considered when the Church becomes aware of external employment disciplinary procedures relating to a safeguarding matter that may impact on roles and activities undertaken by church members, staff, pastors or volunteers. However, detailed risk assessments which include in-depth inquiries and interviews with related parties should not be initiated until the statutory or external employment processes are concluded. This is to ensure that actions undertaken in the course of the risk assessment do not contaminate evidence or impact on such proceedings or assessments.

13. Abuse

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

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

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

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

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

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

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

- If you suspect someone is experiencing domestic abuse but they have not said anything to you, do not be afraid to ask but ask gentle, non-direct questions, such as “How are things at home?”
- Consider their safety and yours as well as colleagues and if possible prepare a plan of action to protect anyone disclosing abuse (and yourselves).
- Keep confidentiality; all conversations should be treated as confidential within the bounds of safeguarding. Seek consent to share information if you wish to discuss it with someone else unless a child or vulnerable adult is at risk.

14. Abuser/ Offenders

The Church aims to provide pastoral care for all its members, including those who are suspected of causing harm or have caused harm to others. However, in this context, such care must be provided in a way that prioritises the safety of other church members, while enabling the person who poses a risk to worship and be a part of the church community.

Leaders with a criminal conviction or caution for a sexual offence against children or vulnerable adults,

Permission to be obtained from the safeguarding committee for such people to hold an office, role or responsibility within the Church.

The following process was created to support but can be used to manage all those who present a risk which does not involve sexual offences and may be referred to as informal agreements as distinct from a full Covenant of Care agreement

a) Covenants of Care (Updated July 2017) – What are they?

The Church and Sex Offender Report (2000) recommended the setting up of “support and monitoring groups” to manage sex offenders within the church and Book VI Part 4 of the Guidance section of CPD).

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

b) Arranging a Covenant of Care

- When a local church becomes aware of a person who is considered to be a risk, a representative of the local church should be in contact with the appropriate professions. This may include a probation officer and the police and may also require attendance at a 'multi-agency public protection arrangements' (MAPPAs) meeting. Guidance for the MAPPAs states that religious communities must put in place effective arrangements, which allows them to ensure they are able to protect their community whilst allowing a sex offender to maintain their right to worship in a safe way when possible.
- At all levels in the structure a group of five people should be set up (the Covenant of Care monitoring group). This should include the Pastor, PPR /COS, SO and any 2 people who have agreed to offer pastoral support for the offender and accompany them in worship and other church activities. It is helpful if at least one member is from outside the local church, as this helps to promote objectivity. It should also include someone with expertise and experience in this field and someone to represent the wider church community.
- A risk assessment must then be carried out. This should include reviewing the nature of the concerns and risk posed and looking at the church building and range of activities carried out. The police or probation service should be consulted for advice where they are actively managing the subject as part of the risk assessment. If the church was originally aware of the subject, an independent risk assessment may have already been undertaken (because of a blemished DBS check or previous notification to the Church Safeguarding Team and decisions of a safeguarding panel). Where the concern is new and shared by the statutory agencies with the church, basic safety checks should be undertaken and inform the covenant agreement what access to rooms in church buildings when other activities are taking place, whilst a more comprehensive risk assessment is planned and discussions had with the CSO Safeguarding Team and CSO about who will undertake this.
- A Covenant of Care group can be set up prior to a prison release, or following one, where the offender is no longer supervised by probation and where there have been no convictions but serious concerns exist. Advice should be sought from the Safeguarding officer.
- Once a group is set up, a meeting should be held with the subject and a written contract drawn up.
- Opportunities for development of the person's church life once they have demonstrated cooperation and trust with the agreement.

15. Information sharing and confidentiality

The United Methodist Church UK has put procedures for information sharing and confidentiality in place to safeguard the welfare of children and adults in our churches by ensuring that information is shared appropriately, in accordance with the law and related good practice guidance. People often feel concerned about what is required when making the decision to share information or requesting information from other organisations or statutory agencies.

This section takes into account the Data Protection Act 1998 and HM Government's information sharing guidance, and should be read alongside the following documents:

1 Step-by-step guide to sharing information

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

2 Validation of the nature of the request

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

This could include:

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

3 Obtain consent where possible and appropriate

People often feel concerned about asking or telling someone that information about them is going to be shared. It may not be appropriate to gain consent or make the person aware that information being shared will:

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

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

16. Promoting safer practice

The aim of safeguarding within the Church is to create safe, caring communities which provide a loving environment where there is a culture of informed vigilance as to the dangers of abuse. Critical to good safeguarding is safer recruitment and safer working practices. The Church has developed procedures for both these areas, informed by legislation and government guidance. As such, we aim to:

- Carefully select and train all those with responsibility within the Church in line with safer recruitment principles through lay trainings and other trainings listed below
- ensure that any church activities are organised in such a way to avoid the risk of harm to everyone participating
- promote safe spaces that are inclusive and welcoming.

The following procedures are intended for use by anyone involved in the recruitment of people working with vulnerable groups and for those responsible for organising and running activities with vulnerable groups..

a. Safer recruitment and DBS checks

The United Methodist Church UK strictly carry out Disclosure and Barring Service (DBS) checks of all employees and post holders who get in contact with children, young adults and vulnerable adults when serving in church as part of safer recruitment for England and Wales – April 2017

www.churchsafe.org.uk/resources

Disclosure Barring Service (DBS)

The DBS helps employers to make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups. It replaced the Criminal Records Bureau and Independent Safeguarding Authority. Referrals are made to the DBS when an employer or organisation has concerns that a person has caused harm or poses a future risk of harm to vulnerable groups. An employer or volunteer is breaking the law if they knowingly employ someone in 'regulated activity' with a group from which they are barred from working

. Code of safer working practice

Every local church and charge working with children and adults at risk of harm, should prepare and adopt a code of safer working practice.

At all levels the following should have DBS and trainings

Lay leaders, organisation leaders and advisors, CYM co-ordinators,

Local preacher, all Pastors, Christian education teachers

The United Methodist Church UK lay trainings should give details of their roles as per book of Discipline.

b. Employment

Pastors of all grades employment is by calling and appointment by The Bishop but

Mandatory areas needed

DBS check, signed contracts stating salaries/wages, millage claiming, trainings to be done

Secretary: Employment is by safe and fair recruitment system, job description and signed contracts

in place. DBS check done

c. Training

All employees and volunteers should have training in line with their areas of serving in the church.

Training needs are identified as reviews are done or post an incident but to begin with the following should be done:

1. Pastors, organisation leaders and advisors trainings needed : Safeguarding children and adults, Lone Worker, Abuse
2. Entertainment team Food handling
3. All staff working with children and adults are required to attend Creating Safer Space training.
4. Abuse training
Taken from Working Together to Safeguard Children 2015

d. Appropriate conduct for lone workers:

1. Children

You should:

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

2. Adults

- treat all adults with respect and dignity
- ensure that your own language, tone of voice, and body language are respectful
- Always inform the lead safeguarding officer of any specific safeguarding concerns that arise
- liaise with the Church Council/local church executive

e. Home visits

Most visits to adults in their own home will be straightforward as they will be well known to the church. However, when visiting someone new for the first time, visitors should let someone else know whom they are visiting (and when).

- Visiting in twos may be advisable, especially if the adult lacks capacity. It is also advisable to take a mobile phone.
- Do not call unannounced. Call by appointment, telephoning the person just before visiting if appropriate.
- Be clear about what support can be offered to the adult if they ask for help with particular problems and refer back to the church if uncertain.
- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact.
- Never offer 'over the counter' remedies to people on visits or administer prescribed medicines, even if asked to do so (also relates to Section 6.11 Health).
- Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the treasurer (this also relates to Section 6.10 Financial integrity).
- Pastoral visitors are encouraged to note the date when they visit people, to report back about their visit to the PPR and say what is concerning or going well. The pastor will report safeguarding concerns to the safeguarding officer as appropriate, agree what action should take place and who should record the incident.

17. Church Activities

Church-sponsored groups and activities should provide a warm, nurturing environment for children, young people and adults whilst avoiding any inappropriate behaviour or the risk of allegations being made. All physical contact should be an appropriate response to the child's/adult's needs and not the worker's. Colleagues must be prepared to support each other and act or speak out if they think there is any inappropriate behaviour.

. Positive Working Together:

. Procedures for church-sponsored activities with children

. Recommended staffing levels

It is the responsibility of the CYM officer to consider individual circumstances and make appropriate arrangements for sufficient supervision to ensure the safety and effective management of all activities.

The following issues must be considered when determining appropriate numbers of helpers:

- the gender of the group – if mixed, then staff members should also be mixed, where possible
- Children with additional support needs – extra staff for one-one is needed
- Any behavioural difficulty identified
- The layout of the room
- young people attending who are being encouraged to develop their leadership skills through helping (they should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding)
- First aid cover
- the nature of the activity
- NSPCC guidance on staff to child ratios: there should always be a minimum of two adults present at any activity (it is recommended that there be at least one male and one female) and the ratios agreed should also be based on a risk assessment (see Guidance Section 7.6.1 Recommended staffing levels).

b. Mixed-age activities

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

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

. Safe environment (see also Section 6.6 Health and safety)

When evaluating an appropriate venue, the following should be considered: • the meeting place should be warm, well-lit and well ventilated. It should be kept clean and free of clutter

- Electric sockets should be kept covered
- Toilets and hand basins should be easily available with hygienic drying facilities
- Appropriate space and equipment should be available for any intended activity
- Food is regularly prepared for children or others on the premises, the facilities will need to be checked by the Environmental Health Office and a Food Handling and Hygiene Certificate acquired for caterers used and this should be copied and filed. Safeguarding officers to be made aware.

18. Special needs

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

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

1. Activity risk assessments

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

Activity risk assessments should include:

- The nature of the activity
- The location
- transport needed and associated issues (eg insurance)
- **staffing levels/gender Ratios**

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

2. The following are the adult to child ratios recommended by the NSPCC

0– 3years Parent 1:1

4 –7 years 1 adult to 4 children 1:4

8 – 12 years 1 adult to 8 children 1:8

13 – 18 years 1 adult to 10 children 1:10

- Each group should have at least two adults and it is recommended that there should be at least one male and one female.

The link to the NSPCC page on recommended staffing levels is:

www.nspcc.org.uk/preventingabuse/safeguarding/recommendedadult-child-ratios-working-withchildren-guidance/

19. Church photography and video recordings - the Internet and publicity

A. Photographic records

Photographs and video recordings of children and young people under 18 years

Photography and video recording are important ways of recording church activity and providing a historic record – illustrating and validating important moments in people’s lives and the life of our

Church or to share with others. It is, however, a powerful and personal process, and we must therefore respect the rights of everyone to make the choice whether or not to be photographed.

Use the consent form (see Forms Section) is mandatory.

. Procedures for photographers at church events

.Individual recording of events at revivals and activities should be done carefully to avoid breaching of laws and human rights—Announcements to remind people might be necessary all the time

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

20. Social media

The United Methodist church uk has a facebook and a websites, these are encouraged to observe these safeguarding guidelines and to regularly review the pages of their sites so that they remain up to date, effective and safe.

- Photographs are personal data as far as data protection legislation is concerned, and must be used responsibly.
- Obtain written and specific consent from parents or carers before using photographs of anyone under 18 on a website regardless.

. Using the Internet with children

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

- Ensure that parents or carers are aware of what their children or young people are doing and have given their written permission in advance.

21. Hire or use of church premises- BOT

Each local church should have the United Methodist Church hiring policy, flowchart and guidance:

www.tmcpc.org.uk/property/letting-property-and-third-party-use

The entire United Methodist churches in the UK MA hire buildings from the community groups and other churches. Note that the observance of 'reasonable care' by both parties is a standard insurance condition.

BOT is required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring and must carry full liability insurance for this involve the safeguarding officer and BOT to do these checks.

For both one-off and regular hiring, it is recommended that a written hiring agreement be used. Please refer to the TMCP website for further information and hiring agreements, including the declaration: www.tmcp.org.uk/property/letting-property-and-third-party-use.

b. Venue hire

- Meeting places should be warm, well- lit and well ventilated. They should be kept clean and free of clutter.
- Electric sockets should be covered.
- Toilets and hand basins should be easily available with hygienic drying facilities.
- Appropriate space and equipment should be available for any intended activity.
- If food is regularly prepared for children on the premises, the facilities will need to be checked by an Environmental Health officer and a food handling and hygiene certificate acquired.
- Children's packed lunches should be kept refrigerated. Drinks should always be available.
- Groups must have access to a phone in order to call for help if necessary.
- The BOT should be aware of the location of the gas tape and water tapes, fire zones and assembly point

22. Faith and beliefs

. Exorcism/ deliverance

'Exorcism is real in that it is a religious act' says Prof Ferber a leading expert in the history of exorcism

This should be done carefully with privacy and dignity. Some death have been recorded during this sacrament. Clergy are involved in this which is multi-faceted exercise. Knowledge of psychology and psychiatry is acquired

.The UMC UK MA will maintain privacy and dignity during deliverance prayers

. All Children and young adults can attend the service only if a consent is obtained

. Exorcism should not be done in the congregation by all means provide prayer rooms

. No recording or photo taking in a deliverance service

. Invited guests need to be informed of the safeguarding policy of the UMC UK MA

. Prayer rooms need to be used for such act in promoting privacy, dignity, and human right protection.

. Children not to be exposed to deliverance service unless the willing parent have a consent.

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

If the hired premise is registered with Ofsted then the church should ask to see the registration certificate and record that it has been seen. Local Churches are required to ensure that the premises we use are under licence. The person signing the letting agreement BOT will be given a copy of this policy. All rent will be notified to the church safeguarding officer who will keep the records and take advise as appropriate from both the Pastor in charge, DS, BOT and lay leaders.

23. E-safety

- Ensure all electronic communications are appropriate and professional.
- If using e-technology as a group activity, ensure that an adult worker knows and understands what is happening within the group.
- Do not make any relationship with a child (other than family members) through a social networking site.
- Maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Ensure that parents or carers are aware of what their children or young people are doing and have given their written permission in advance.
- When demonstrations are being given, plan beforehand to ensure that all websites visited have material that is appropriate for the age group taking part.
- Where children and young people are given access to undertake their own searches on the Internet, search engines are recommended by the Department for Education and Skills www.gov.uk/government/organisations/department-for-education
- Children and young people should be regularly informed and reminded of safe Internet use and accessing social media. They must be encouraged to access websites such as NSPCC or Child helpline.

24. Health and safety

It is the responsibility of the Church Council to ensure that proper health and safety processes are in place. Health and safety should be managed as part of all activities and reference should be made to the following policies and guidance:

- Health and safety regulation - a short guide (HSE) www.hse.gov.uk/pubns/hsc13.pdf

1. Equipment

The use of electricity or electrical equipment in church buildings must comply with the Electricity at Work Regulations 1989. Church members can reduce or remove risks by, for example:

- reporting all faulty equipment
- switching off all equipment when not in use and disconnecting the equipment when leaving the room
- Not undertaking electrical repairs unless qualified
- securing trailing leads and cables
- removing trip hazards
- ensuring plug sockets are covered.

. All electrical items to be used during a church gathering should be tested annually and labelled passed Bot at all levels to keep a record

2 Accident book

Any injury suffered by an employee ,or volunteer, church member or visitor during an church activity must be recorded together with such particulars as are a requirement by statutory regulations in the accident book any recorded incident to be notified to the CSO MA.

At all places where activities take place with vulnerable groups and be easily accessible.

3 First aid

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

The church should have first aiders register and the updated training certificate (not every nurse is a first aider and not only nurses are first aiders). The register is passed from the local church to charge then MA for appointment of first aiders at all gatherings. A compliant first aid kit should be carried on all activities off-church premises and in all vehicles used by the church (both church-owned and private).

During every church activity including church services two first aiders must be appointed from the register and easily identification attire should be worn.

4. Fire procedures

The Church to have a register of the trained fire marshals and certificates to be filed at the local church copies passed to charge safeguarding officer then to the CSO

Two fire officers to be appointed at every church activity even weekly church service.

Easily identified attire to worn

Ensure the church is made aware of the fire procedures including visitors.

6 Consent forms

Where the church is running a dedicated service for children or vulnerable adults best practice requires that all activities should have: a. a registration form

A consent form should be completed for every child/ vulnerable adult who lacks capacity attending the event.

- Consent for emergency medical treatment
- Consent for photographs/videos if relevant.

7. Transport/ transport hire

Transport arrangements to and from church activities are the responsibility of parents (when transporting children)/individuals (when transporting adults) if they make arrangements among themselves but are the responsibility of the church if the church or church activity organises them. Transport or travel between church activities will usually be the responsibility of the church. It should be clearly understood by all concerned at which point responsibility for the child is passed from parent to church worker and at which point it is returned.

.1 Drivers

- All those who drive children/adults on church-organised activities/rotas should have held a full and clean driving licence for more than two years, DBS check should be clear.
- Any driver who has an endorsement of six points or more on their licence should inform the safeguarding officer.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children/adults for the church.
- Drivers must always be in a fit state (not overtired, not under the influence of alcohol, not taking illegal substances and not under the influence of medicines that may induce drowsiness).
- Drivers of church-owned vehicles should provide a copy of their driving licence annually.

2 Private cars

- All cars that carry children/adults on behalf of the church should be comprehensively insured for both private and business use.

- The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.
- All cars should be in a roadworthy condition.

Children should not be transported in a private car without the prior consent of their parents or carers. There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.

Care should be taken in assisting adults to board or leave vehicles and putting on seat belts. Drivers need to be aware of moving and handling issues when assisting adults and transferring their mobility aids.

3 Use of Minibuses/coaches

Before using a minibus, ensure you know the most up-to-date regulations for its use and have had a trial drive.

24. Insurance

The United Methodist church UK MA Insurance covers:

- a) Churches, in use for weekly worship the building insurance is with the Landlord a copy is required for compliance.
- b) property insurance must be obtained and a copy kept in the compliance folder

25. Financial integrity

Financial dealings can have an impact on the Church and the community and must always be handled with integrity. Those with authority for such matters should maintain proper systems and not delegate that responsibility to anyone else.

- Church workers should not seek personal financial gain from their position beyond their salary or recognised allowances.
- Church workers should not be influenced by offers of money.
- Church workers should ensure that church and personal finances are kept apart and should avoid any conflict of interest.
- Money received by a church should be handled by two unrelated lay people.
- Care should be taken not to canvass for church donations from those who may be vulnerable (the recently bereaved).
- Spiritual abuse and control of one individual by another in a spirit. The target experiences spiritual abuse as a deeply personal attack. This abuse may include manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to

conform, misuse of Scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context.

.27. Confidentiality

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

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

Confidentiality is often confused with secrecy and a request to remain anonymous when reporting. Anonymity can be agreed if the information is coming from a church member and is being passed on to the statutory agencies through the local safeguarding officer and CSO, Pastor in charge, lay leaders at all levels and DS, but only with their agreement and in agreement with the statutory agency. Total anonymity cannot be agreed as the incident may result in criminal proceedings.

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

28. Pastoral conversations and confidentiality

It is possible that relevant information may be disclosed in the particular context of a pastoral conversation. The United Methodist Church does not authorise liturgies for the sacraments of individual confession and the Service of Reconciliation. A pastor is not prevented from disclosing details of any crime or offence which is revealed in the course of a pastoral conversation or a confession within that context that may still pose risks.

Pastors should be aware that convicted offenders can sometimes come forward with new information. There is no bar in law to prevent Pastors passing on such information to the authorities. Use Guidance relating to domestic abuse

29 Forms in relation to safeguarding matters

- Covenant of Care agreement/contract
- Incident report forms

confidential declaration form

- Risk assessment for activities – checklist
- Consent forms

30 .Confidential declarations

All office holders should complete a confidential declaration forms.

It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God's people.

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

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

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

31. **Commitment**

. The United Methodist Church Uk MA commits itself to:

1. **RESPOND** without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.
2. **Ensure the IMPLEMENTATION of** Connexional Safeguarding Policy; government legislation and guidance and safe practice in the circuit and in the church.
3. **The PROVISION** of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.
4. **AFFIRM** and give thanks for those who work with children and vulnerable adults and also acknowledge the shared responsibility of all of us for safeguarding vulnerable adults who are in our churches

We believe that good practice means:

All people are treated with respect and dignity.

#Pastors: Ordained and assistant Pastor

Appointment and recruitment is by the Bishop after being called to serve.

DBS CHECKS

DBS check is mandatory to the below listed position holder:

All Pastors at all levels

Lay leaders at all levels

Children and youth ministry co-ordinators at all levels

Sunday school teachers at all levels

All local preachers

Organisations chair and vice at all levels

Organisation advisors at all levels

Anyone doing outreach with the vulnerable people helping with house work and shopping.

Pastors

A record of meetings called for and attended will be kept. Each Pastor will be expected to undergo basic safeguarding training, within the first 6 months of appointment. The other training needs of each Pastor is identified by themselves and DS during their supervision

Pastoral visits

In terms of safeguarding, pastoral visits will be supported in their role with the provision of basic safeguarding training upon appointment by DS

Guidelines for working with children, young people and vulnerable adults

(Guide or Code of Safer Working Practice).

Ecumenical events

Where ecumenical events happen on church premises, safeguarding is the responsibility of this.

29. Complaints procedure

It is hoped that complaints can generally be dealt with internally by the organisations. However, a complaint may be made to a person who is in the Church executive or anyone in the church or organisation leader or advisor it should be passed to the lay leader if not involved who will involve the Pastor in charge but the safeguarding officer should be notified as soon as the complain is launched. If the complaint cannot be resolved, consideration will be given to invoking the complaints system of the United Methodist Church UK MA which will involve initially speaking with the local safeguarding officer

30.MA Safeguarding lead

Manage and support the work of the safeguarding officers.

- Through the safeguarding officer, ensure that superintendent, pastors are aware of their safeguarding responsibilities and enable skills training opportunities to be made available.
- Through the safeguarding officer, ensure that all charges and local churches implement the

policies.

- Support the safeguarding officers in their work by ensuring they are capable of taking forward reports of incidents and allegations promptly and in accordance with good practice.
- Ensure that, where there are meetings and events, the policy is implemented.
- Ensure the CSO completes an audit/monitoring form at the end of the year or as needed confirming that policies are in place in each church and that these have been annually reviewed. Each safeguarding officer shall send a copy of their audit to the CSO.

Annual reviews and updates

These give a way to see the effectiveness of the policy, improvements needed to safeguard and promoting good practice according to the laws and regulation reviews

- The MA Lay leader, superintendents and local safeguarding officers are updated on any changes to safeguarding policy, practice and guidance.
- Two meetings are organised annually

5.Key concepts and definitions

- i. Vulnerable adults: Any adult aged 18 or over who, due to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves.
- ii. Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
- iii. Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.
- iv. Abuse and neglect may occur in a family, in a community and in an institution. It may be perpetrated by a person or persons known to the child or vulnerable adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

Spiritual, cultural and religious beliefs

resources

.The safeguarding children board website has information in the Resources section about culture and faith

www.ccpas.co.uk

CCPAS

Church of England, Roman Catholic, petacoastal and lutherine and faith of the muslim

practice exorcism chasing away evil spirits.

6 Local agencies

Police (all non-emergency enquiries)

Local police Child/Family Protection Unit

Local council Children's Services/Social Care

Local Emergency Social Work Team

Childhelpline 0800 1111

7 Safeguarding committee at the church structure level

Superintendent

Pastor in charge

Safeguarding officers

MA Lay Leader

Local Lay leader

Charge lay leader

.

1 Training for safeguarding officers

United Methodist Church Safeguarding Foundation and Leadership Training Modules as a minimum standard (can be completed immediately following appointment)

Aims

- To ensure the safety and well-being of all children and vulnerable adults within the church.
- to be the point of reference for individual church safeguarding issues throughout the charge to guide and advise them upon the United Methodist Church UK MA safeguarding policy requirements
- To ensure timely delivery of appropriate training for all in need of it across the charge
- To act on behalf of and consultant to the lay leader with regard to reports required by the CSO
- To be a member of and actively participate in safeguarding liaison meetings as called by the MA safeguarding officer

2.The key tasks of the role are as follows:

- . Attend applicable training.
- . Keep yourself informed of safeguarding issues.
- . Keep a detailed record of names of those at local and charge level who have DBS checks done.
- . Remind church safeguarding officers about the need to apply or reapply for checks in accordance with the United Methodist Church policy (for updates, the period is currently every five years).
- . Ensure that all persons receive appropriate training when working with children and vulnerable adults, hold an office of responsibility, or are in other applicable roles as defined in the United Methodist Church policy.
- . Advise and assist the superintendent about safeguarding issues when needed and to ensure he/she complies with district and connexional requirements, drafting and submitting required reports on the superintendent's behalf.
- . Ensure a record of all safeguarding issues are kept and reported via the church CSO in conjunction with the superintendent and relevant pastor in charge
- . Request and assist in the review of the safeguarding policy for the church yearly after and amendments by the churches.
- . Ensure that safeguarding is placed on the Charge Meeting agenda as a 'standing' item and make a report to each meeting about safeguarding events (noting the need for relevant confidentiality regarding specific cases).
- . Be prepared to assist in forming a small group to make provision for people who may pose a risk to others, participating in Covenants of Care and ensuring periodic reviews of them.
- . Ensure that all charge churches adopt a safer recruitment policy when appointing church officers
- . Ensure churches in the charge are using the CAS online DBS check process.
- . Keep a directory of useful names and contact details.
- . The local safeguarding officer needs to know how to respond to any concerns raised if somebody believes that a child, young person or vulnerable adult may have suffered, may be suffering or is at risk of harm. They should take the concerns seriously and always, without delay, make an immediate referral to a statutory agency. In all cases, the Church safeguarding officer should be informed before referral.
- . The local safeguarding officer will be expected to organise and contribute to safeguarding training for all those working in voluntary and paid roles within the local church
- To act as a link between the local church, the Church safeguarding AGENCIES.

Approved by the United Methodist Church UK MA conference in November 2017

Safeguarding Policy, Procedures and Guidance for the United Methodist Church

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