

1. Policy Information - APPOINTMENTS

The suitability and safety of someone to work with vulnerable groups should not be taken for granted based simply on criminal disclosure checks. Employees and volunteers should be trained and supported to fulfil what is expected of them. Foundation Module safeguarding training should be completed within the first year of appointment. Other training needs e.g. food handling, first aid, will be assessed in planned reviews of roles and responsibilities. Each worker should have an annual review, ideally conducted by another worker from their group and a named member of the Church Council.

APPOINTMENT OF STEWARDS & PASTORAL VISITORS

In terms of safeguarding, Stewards & Pastoral Visitors will be supported in their role with the provision of safeguarding training upon appointment e.g. Foundation Module. Those who are engaged in pastoral visiting or are appointed as pastoral workers for the general congregation will *not normally* be required to have a DBS check except:

- a) Those who regularly visit care homes, sheltered housing schemes, hospitals, prisons, probation hostels.
- b) Those engaged in providing *regulated** activities for vulnerable adults or children e.g. authorised drivers.
- c) Those who work in projects where *regulated** activities take place and the funding body requires this.

APPOINTMENT OF WORKERS WITH VULNERABLE ADULTS

Requirements for those who lead worship with vulnerable adults can be taken as for those who are pastoral visitors. However, newly appointed Local Preachers and Worship leaders are required to have a DBS check in addition to the disclosure given by all members of this group.

For appointments of workers with vulnerable adults in paid roles see Methodist Safeguarding Handbook 2010 “Recruiting Safely”, Section 3.

APPOINTMENT OF WORKERS WITH CHILDREN AND YOUNG PEOPLE IN A VOLUNTARY OR PAID CAPACITY.

For those who work or lead worship with children and young people, or manage or supervise those who work with these or other vulnerable groups, or who are in leadership and carry responsibility for safeguarding, a self disclosure or DBS check will be required and safer recruitment and employment good practice followed. DBS checks are required for those involved in ‘regulated activity’ (see below*). For paid roles see Methodist Safeguarding Handbook 2010 “Recruiting Safely”, Section 3.

SAFE RECRUITMENT STEPS

The Methodist Church prohibits the appointment to a church role of any person with a criminal conviction or caution for offences against children. Other offences revealed through the DBS process which do not automatically bar an applicant from work with vulnerable groups will be risk assessed by the Church and / or Superintendent Minister in consultation with the District Safeguarding Group.

For volunteer roles supporting vulnerable adults’ or children and young peoples’ groups, the church will use the following steps for safer recruitment:

Step 1, 2: make the following information easily available, clearly advertise the church’s commitment to safeguarding in recruitment and selection materials, describe the activity category the work fits into.

Steps 3, 4: for both regulated* and non-regulated activity, provide written outlines of roles for workers and leaders (recorded on Safeguarding Form A) with information about the organisations involved, the church safeguarding policy, training, start dates etc. Also, provide two character references to Church Council.

Steps 5, 6: treat and select all applicants fairly and equally about each candidate's suitability, including face-to-face interviews where necessary or to address gaps in information. Request self-declaration or DBS checks.

Steps 7- 10: DBS disclosures are informed in writing to the applicant by Due Diligence Checking Agency (DDC), this should be shown to the verifier within four weeks. Church Council then assess, and decline or agree the role in writing (using Safeguarding Form A), and arrange appropriate training and supervision.

Workers applying for a further role within the same church require a new written role description (Safeguarding Form A) but not a second DBS check if the work is with the same age or regulated activity group - i.e. still with children or still with vulnerable adults. For other further roles however, a second or combined DBS disclosure is required.

It is not necessary to obtain a DBS disclosure for visitors who will only have contact with children or vulnerable adults on an ad hoc or irregular basis for short periods of time, as long as member of the group's staff escorts them whilst on the premises.

DBS checks should be renewed every 5 years; or earlier at any stage where safeguarding concerns arise. The individual shares with the Church the responsibility for noting when a new five year check is required.

Those under 18 must not be in roles where they take responsibility for children of any age. Those over the age of 18 need to have a DBS disclosure before working with either children, young people or vulnerable adults where statutory conditions apply. Family members or other vulnerable adults do not require a DBS disclosure where they are involved in a group or assisting a leader in providing an activity for people experiencing the same situation as them.

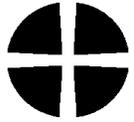
*REGULATED ACTIVITY

For Children & Young People's Activities

- Any activity that involves contact with children **frequently** (once a week), **intensively** (four days or more in a 30 day period) and/or **overnight**. (including teaching, care, supervision, advice, transportation etc.)
- Any activity allowing contact with children that is in a **specified place** frequently or intensively e.g. schools, hospitals
- Fostering and **childcare**.
- Any activity that involves people in certain defined positions of **responsibility** (such as school governor) or, on a regular basis, the day-to-day management or supervision of people carrying out activity of a specified nature or in a specified place.

For Vulnerable Adults Activities

- **Providing Health or Personal Care** - all forms of health care including palliative care; physical assistance with eating, drinking, going to the toilet, washing, dressing, oral or skin care because of the adults age, illness or disability including supervising these actions for those unable to make the decision themselves ; training adults on the above actions.
- **Providing Social Work** e.g. a Social Worker
- **Assistance with General Household Matters** - day-to-day assistance in managing another person's cash, paying bills, or shopping on their behalf.
- **Assistance in the Conduct of a Person's Own Affairs** e.g. power of attorney
- **Conveying** - driving or assisting transportation to or from places where they have received, or will be receiving health care, relevant personal care or relevant social work (as above).
- **Management** – day to day management or supervision of any person engaged in the above activities



Safeguarding Children and Vulnerable Adults Policy

Addington, Christ Church, Downsvie, Norbury, Parchmore,
Shirley, South Norwood & West Croydon Methodist Churches

2. Policy Information- GUIDELINES; ROLES & RESPONSIBILITIES

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

The Church recognises that none of us is invulnerable but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God's people.

GUIDELINES FOR WORKING WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

The Church Council will annually review the Safeguarding Policy. They will produce a leaflet, or use materials from the Circuit or Connexion, to be given to each worker with children and young people or vulnerable adults, outlining good practice and systems for organised events on and off the premises.

a) ROLES AND RESPONSIBILITIES

Particular roles for the Minister, Church Council, Church Council Secretary, Stewards and Safeguarding Officer are described in The Methodist Safeguarding Handbook (2010) Children and Young People Section Appendix C1 and Recruiting Safely Section 4, found on the Circuit website. Methodist Safeguarding Forms should be completed as follows:

Methodist Safeguarding

Form A (Parts 1&2) - for youth, children and vulnerable adult's workers, a role description for Church Council use

Form B - for local preachers for Circuit administration

Form C - for all who hold an office in their church. That is:-

- Anyone who has lone access to church premises
- Members of Church Council, Pastoral visitors and class leaders
- Those with duties as representatives of the church, i.e. mini bus drivers
- Organists, pianists and choir leaders, existing Worship Leaders

Form D - for all key holders

Form E - for those hiring any part of the premises accompanied by a contract for use

All forms are available from Safeguarding Officers.

b) PREVENTION

- We aim to provide an environment in which children, young people and vulnerable adults feel safe, secure, valued and respected, feel confident and know how to approach others if they are experiencing difficulties.
- We aim to raise awareness of all workers of the need to safeguard children, young people and vulnerable adults of their responsibilities in identifying and reporting cases of abuse.
- We aim to ensure Safe Recruitment processes are followed for workers.

c) PROTECTION

- We aim to establish structured procedures within the Church that will be followed by all members of the church community in cases of suspected abuse through communication with a group's leader, the Church Minister and Safeguarding Officer(s).

- We aim to develop effective working relationships within the church's groups and other agencies involved in safeguarding children and young people.

d) SUPPORT

- We aim to ensure that all people are listened to and their concerns taken seriously and acted upon, and have access to appropriate church-based or independent advisors e.g. Childline 0800 1111, Adult Abuse Helpline 020 8760 5697.
- We aim to work with others to support children, young people and vulnerable adults who have been abused, to be fully involved in the life of the church.

e) HEALTH AND SAFETY REQUIREMENTS

- All leaders of activities should take safety into account when assessing the risks for that activity.
- Following the assessment, leaders must ensure that physical hazards are minimised. This would include ensuring that furniture and equipment are safely stored.
- The behaviour of children and young people must be especially supervised so they do not endanger themselves and others.

f) OTHER GROUPS ON CHURCH PREMISES

Where the building is hired for outside use, the person signing the letting agreement will be made aware, or given a copy of, the Safeguarding Policy. If hired for children or young people's groups a copy of the organisation's own safeguarding policy will be requested. The Letting Secretary will consider the various users of the building and the safeguarding implications before making lettings.

g) ECUMENICAL EVENTS

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

h) KEY CONCEPTS AND DEFINITIONS

- **CHILD / ADULT** - under or over 18 years of age, 'child' includes the term 'young person' for those aged 11+
- **VULNERABLE ADULT:** a person aged 18 or over who is:
In residential or sheltered accommodation, receiving domiciliary care in their own or health care home, detained in lawful custody (prison, remand centre etc), under supervision of the probation service, in receipt of a specified welfare service-support/ assistance/ training/ teaching/ instruction/ advice, participating in an activity for people with needs, due to age or disability, an expectant or nursing mother living in residential care, receiving direct payments from a local authority or health or social care trust, requiring assistance in conducting own affairs
Croydon Council 'Adults at Risk' Definition: a vulnerable adult' is a person aged 18 years and over "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation."
- **SAFEGUARDING AND PROTECTING CHILDREN OR VULNERABLE ADULTS** from maltreatment; preventing impairment of their health and ensuring safe and effective care.
- **ADULT/CHILD PROTECTION** is 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.
- **ABUSE AND NEGLECT** may occur in a family, in a community and in an institution. It may be perpetrated by a person 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.

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