



Safeguarding Children, Young People and Vulnerable Adults Policy

This policy was agreed at a Board of Trustees Meeting on: 18 March 2021
The date of the next review is March 2022.

The Policy

The Methodist Church, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of humans in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

The City Road Circuit is committed to the safeguarding and protection of all children, young people and adults. We affirm that the needs of children or of people when they are vulnerable and at risk are paramount.

The City Road Circuit recognises that it has a particular care for all who are vulnerable whether as a result of disabilities or reduction in capacities or by their situation. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and our wish 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.

The City Road Circuit fully agrees with the Connexional statement reiterated in Creating Safer Space 2007:

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

The City Road Circuit recognise the serious issue of the abuse of children and vulnerable adults and recognise 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). We acknowledge the effects these may have on people and their development including spiritual and religious development. The City Road Circuit accepts our responsibility for ensuring that all people are safe in our care and that their dignity and right to be heard is maintained. We accept our responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them. We take seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.

Our Commitments

The City Road Circuit commits to:

- **Respond** without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed, whether in the Church or another context. We will challenge the abuse of power of anyone in a position of trust. We commit ourselves to providing informed pastoral care to those in need, including the supervision of those who have committed criminal offences.
- **Implement** the Methodist Church Safeguarding Policy, Procedures and Guidance government legislation and guidance, to achieve safe practice in the circuit.
- **Provide** 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.
- **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 on our premises.

Purpose

The purpose of this safeguarding policy are to ensure procedures are in place and people are clear about roles and responsibilities for children and vulnerable adults in our care and using our premises. It is to be read in conjunction with the Safeguarding Policy, Procedures and Guidance for the Methodist Church (2020).

The full implementation of these policies should achieve the following:

- Church (and all associated activities) is a safer place for everyone
- Communities we serve have confidence that children and vulnerable adults are as safe as possible and that their wellbeing is enhanced in the life of the church.
- People in the church are alert to unsafe practices and are able to challenge them.
- Office holders are safely recruited, trained for their roles and are accountable for their activities.
- People who have experienced abuse are accepted, empowered and supported in maintaining control over their lives and making informed choices without coercion.
- People who abuse are held accountable to the law and their risk is managed while they are supported and challenged to address their motivations and behaviour.

Roles and Responsibilities

It is the responsibility of the Board of Trustees to appoint both a Church Safeguarding Officer and a Circuit Safeguarding Officer. There should be no gaps in this crucial provision.

The safeguarding officer(s) should be a member of the Board of Trustees or have the right to attend at least annually to report on implementation of the safeguarding policy. Where an individual covers the role in more than one location, they must be able to cover the activities identified in the relevant role outline and be facilitated to attend meetings to report on safeguarding in each location.

It is not appropriate for the minister in pastoral charge or circuit superintendent to hold the safeguarding officer role(s) because of the potential conflict with their own responsibilities. It is acknowledged that to avoid any disruption in safeguarding provision, it may be necessary for the minister in pastoral charge to take responsibility for some or all of the activities temporarily while other arrangements are made. However, this should only be for a very short period to enable the sharing of the role with another church or the identification of an alternative person to take on the role. It is not appropriate for a minister to fill any gaps because of the potential conflict of roles. If these roles are undertaken on a voluntary basis expenses will be met.

Ultimate responsibility for safeguarding within the Circuit (which includes John Wesley's House, the museum of Methodism, and Wesley's Chapel & Leysian Mission) lies with the Board of Trustees.

The Board of Trustees appoints Judith Bell as Church Safeguarding Officer (Children and Adults). They support her in this role which is to.

- Provide support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding.
- Ensure that a suitable, signed church safeguarding policy is displayed at all times in the church on a safeguarding noticeboard, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually.
- Record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and practice and promote the requirement for others to do the same.
- Identify and inform those who are required to attend safeguarding training and maintain records of attendance. Work with the circuit safeguarding officer and DSO to arrange training.
- Attend training and meetings relating to the role
- Work in partnership with the Administration Manager, Mission Trustees and user groups to promote good safeguarding practice on church premises. This will include gaining written confirmation that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own.
- Check that safeguarding is included as an agenda item at all Board of Trustees meetings and report to the Board of Trustees annually.
- Inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures
- Advise the circuit safeguarding officer and/or DSO of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from them about audit of safeguarding activities.

The Board of Trustees so appoints Judith Bell as Circuit Safeguarding Officer (Children and Adults) and supports her in this role.

The Board of Trustees holds the following responsibilities, which may be delegated to the Circuit Safeguarding Officer, if appropriate:

- Support and advice to the circuit superintendent and the circuit stewards regarding safeguarding matters.
- With the support of the circuit superintendent, prompt recording and reporting of any safeguarding concerns of which they are made aware. This will include appropriate referral to statutory agencies and DSOs, as required by Methodist Church Safeguarding Policy, Procedures and Guidance.
- Making appropriate arrangements for the secure storage, retention and appropriate sharing of safeguarding information held by the circuit.
- Promoting the safety and well-being of all children and vulnerable adults within the circuit.
- Presenting a report to each Board of Trustees meeting about safeguarding events (noting the need for confidentiality regarding specific cases) and reminding relevant parties (where necessary) that safeguarding should be a standing item on the Board of Trustees agenda
- Receiving and reviewing church risk assessments and training schedules for each part of the circuit and sharing with the circuit meeting annually.

- Attending the circuit staff meeting as necessary to discuss concerns brought to their attention.
- Liaising with the church safeguarding officer, if different to the circuit officer, to offer guidance and check they are complying with Methodist Church Safeguarding Policies, Procedures and Guidance. This should include at least one annual meeting.
- Working with the superintendent minister, ministers and the DSO regarding safeguarding concerns.
- Attending and active participation at safeguarding training, district safeguarding events and meetings
- Work with local ecumenical partners and their safeguarding representatives.
- Supporting the circuit superintendent with the annual review of the circuit safeguarding policy and sending a copy to the DSO.
- Maintaining of a record of all people within the circuit who have received Foundation Module training and Foundation Module Refresher training together with dates of attendance
- Ensuring that training is offered to those working with children and vulnerable adults, holding an office of responsibility, or are in other applicable roles as defined in Appendix III of the Safeguarding Policy, Procedures and Guidance for the Methodist Church.
- Overseeing timely delivery of appropriate training, in liaison with accredited Circuit Trainers
- Advising all part of the circuit of the requirement to adopt a safer recruitment policy and to carry out required procedures when appointing staff or volunteers
- DBS verification on behalf of the circuit.
- Retaining records of names of those in the circuit who have DBS checks.
- Providing reminders about the need to apply or reapply for checks in accordance with the Methodist Church policy (for updates, the period is currently every five years).
- Assisting the DSO with setting up Monitoring and Support Groups for those subject to safeguarding contracts and reminding the chairs of groups when reviews are due.
- Maintaining a directory of useful names and contact details.

Where a circuit safeguarding officer carries out the above activities, there is a requirement for supervisory oversight which will be arranged by the superintendent minister and carried out by them or a nominated substitute. Records of oversight meetings will be signed and agreed. Supervision will include consideration of wellbeing and discussions of the areas of activity included within the role on a regular basis.

With regards to safeguarding, the Superintendent will:

- Ensure the circuit has an appropriate and up-to-date safeguarding policy in place.
- Support those in pastoral charge in exercising responsibility for the implementation of safeguarding policy and practice.
- Ensure the provision of pastoral support for those involved in issues of abuse and in management of sex offenders.
- Ensure training opportunities are in place for all workers with children, vulnerable adults, for staff of the circuit and for members of the local churches in the circuit.
- Ensure the Board of Trustees appoints a Safeguarding Officer (Adults and Children) at both Church and Circuit levels and that the details of that person(s) are passed to the District office.
- Ensure the Board of Trustees reviews this policy annually.
- Support the Safeguarding Officer (Adults and Children) in their work, providing access to resources to enable them to fulfil their functions.

Good Practice

We believe good practice means that:

- All people are treated with respect and dignity.
- Those who act on behalf of the Church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept noting date, time and place of visit. This principle should be applied to both physical and virtual meetings.
- The church premises will be assessed by the Circuit Safeguarding Officer with the property steward and/or their representatives at least annually for safety for children and vulnerable adults and the risk assessment report will be given annually to the Board of Trustees in written form. This will include fire safety procedures. The Board of Trustees will consider the extent to which the premises and equipment are suitable or should be made more suitable.
- Any church-organised transport of children or vulnerable adults will be checked to ensure that the vehicle is suitable and insured and that the driver and escort (where required) are appropriate. (See 6.10.7.1 of the Safeguarding Policies, Procedures and Guidance for the Methodist Church). A record to be kept in the church file for each driver/car.
- Activity risk assessments will be undertaken before any activity takes place to minimise the risk of harm to those involved. For activities taking place online, this will include evaluation of risks in the digital setting. Approval will be obtained from the event leader/minister. A written record of the assessment will be retained securely.
- Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential. The Board of Trustees will actively consider the extent to which it is succeeding in this area.

These things are to safeguard those working with children, young people and those adults who may be vulnerable.

Appointment, training, and support of workers and volunteers

Appointments to all posts, whether paid or voluntary, will follow safer recruitment procedures of the Methodist Church. This will include the drawing up of a role outline and, as necessitated by the role, the taking up of references and a DBS disclosure check prior to appointment.

Pastoral Leaders, Sunday School Leaders, Education Programme Helpers, and all others in roles as directed by the Methodist Conference will be supported in the role with the provision of Foundation Module (2020 Edition) safeguarding training within the first 6 months (agreed by Methodist Conference in 2011 - Creating Safer Space Report) of appointment. The other training needs of each worker will be considered. They will have an identified supervisor who will meet with them on a regular basis. As minimum this will include at the end of a probationary period, usually of 6 months, and subsequently annually. A record of these meetings will be agreed and signed and the record kept.

Those working with children, young people and vulnerable adults will be provided with an information pack relating to good practice and systems. This information pack will be reviewed annually with this safeguarding policy.

Events

Where ecumenical events happen on circuit premises, safeguarding is the responsibility of the Wesley's Chapel and Leysian Mission/City Road Circuit Board of Trustees.

For events with church or circuit groups that take place off the premises, adequate staffing, a risk assessment and notification of the event will be given to the Safeguarding Officer PRIOR to the agreement for any event or off site activity. Notification of the event will be given to the Administration Manager, Tracey Smith. If the activity is unusual or considered high risk the Administration Manager will contact the Safeguarding Officer in order that any queries can be raised and the activity ratified.

For large scale events, special attention will be given to the following issues:

- Risk assessment and suitability of the activity and the premises
- The appointment of a team to take charge of the event, including safeguarding and first aid personnel (particular health or ability needs should be taken into account)
- Numbers of children, young people or vulnerable adults involved
- Transportation following good practice guidelines.

Where the building is hired for outside use, the person signing the letting agreement will be given a copy of this policy. The Administration Manager will consider the various users of the building in making lettings, and the Safeguarding Officer will have access to view all lettings paperwork at all times. All lettings involving children or vulnerable adults will be notified to the Safeguarding Officer and take advice as appropriate from the District Safeguarding Officer.

Complaints Procedure

There is a formal complaints procedure within the Methodist Church, which allows issues to be raised about actions or behaviour by a member or officer of the Church. In addition, employed staff will be subject to relevant contractual procedures. All complaints will be responded to with care, diligence and impartiality. The provisions of Part 11 of the Constitutional Practice and Discipline of the Methodist Church will be followed.

A complaint should be addressed to the superintendent minister, the Revd Canon Dr Jennifer Smith. If a complaint is made to another person it should be referred to them. Meetings will be arranged with the person making the complaint and, usually, the person against whom the complaint has been made, in an attempt to resolve it. If the complaint is against the superintendent, it should be sent to the District Chair, the Revd. Dr Jongikaya Zihle at London District of the Methodist Church, Room 406, Methodist Central Hall Westminster, Storey's Gate, London, SW1H 9NH.

Safeguarding officers must be informed of any complaint or issue relating to the potential abuse of children or adults who may be vulnerable. They will support prompt action to respond to the circumstances of any safeguarding concern, whether or not any party involved wishes to make a formal complaint through the Methodist Church.

Key concepts and definitions

- Child: A child is anyone who hasn't reached their eighteenth birthday. The fact that a child has reached 16 years of age, is living independently, is in further education, a member of the armed forces, in hospital or in the custody of the secure estate does not change their status or entitlements to services or protection.
- 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.
- Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.

- Adult/child protection is a part of safeguarding and promoting welfare. This refers to 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 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.
- Board of Trustees: City Road Circuit Meeting and Wesley's & Chapel and Leysian Mission Church Council, jointly constituted as per Methodist Standing Order number 511.
- Mission Trustees: The name given by Wesley's Chapel and Leysian Mission to those appointed under Standing Order 632 (known in Standing Orders as Church Stewards), and who operate under standing orders 632-634.

Important Contact Details

Superintendent Minister

The Revd. Canon Dr Jennifer Smith – 07483146688, super@wesleyschapel.org.uk

Minister

The Revd. Steven Cooper – 07483160593, minister@wesleyschapel.org.uk

Safeguarding Officer: Judith Bell - 07419812849, missioner@wesleyschapel.org.uk

Chair of London District (North): The Revd Dr Jongikaya Zihle – 02076543846,

jongikaya@methodistlondon.org.uk

District Safeguarding Officer:

Becky Skinner – 07960877740, safeguarding@methodistlondon.org.uk

District Safeguarding Administrator:

Martha Yankey - 020 7654 3850

The DSO will communicate on our behalf when needed with Multi Agency Safeguarding Hubs. In an emergency, please ring 999.

Childline: 0800 1111

Family lives: 0808 800 2222 (for parents)

Women's Aid: 08082000247

Action on elder abuse: 08088088141

Respect: 08088024040 (for men: advice and information to stop violent behaviour)

Men's advice line: 08088010327 (for men experiencing domestic abuse)

Broken Rainbow: www.brokenrainbow.org.uk (LGBT domestic violence charity)