

Advice to assist with Safeguarding processes.

Safeguarding is everyone's responsibility. Safeguarding within the Church is a vital and core message within the ministry and mission of our churches. Our churches are unique places, open to people from all walks of life where we must:

- **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.

(taken from The Methodist Church Safeguarding Policy July 2020, pg.15)

The aim of this document and the accompanying support pack is to assist with a number of safeguarding processes that are part of the role of the Church Safeguarding officer. In the Support Pack are all the forms that are needed to complete the processes mentioned below. The internet links can be clicked, and they should take you to the web page where policies and forms can also be found. If you find that a link does not work, please do let me know.

Many thanks for all that you are doing in your role as a Safeguarding Officer.

Fiona Weir

District Safeguarding Officer

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1. Safeguarding Concerns

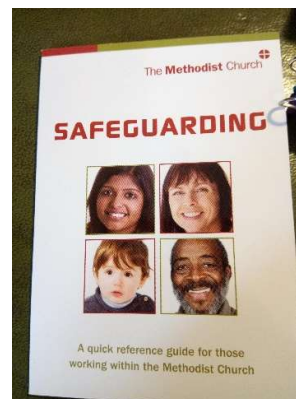
If you have any safeguarding concerns, incidents or are worried about a situation, please do discuss it with the Minister and Circuit Safeguarding Officer or the DSO being mindful of the 4 R's.

Recognise: What causes concerns?

Respond: What do you do?

Record: What do you record?

Refer: Who to?



If there is a risk of significant harm, please do contact the Police or Social Care as the priority.

DSO contact details for the safeguarding quick reference guides:

District Safeguarding Officer – Fiona Weir

Phone no. 07305 141 501 or email: safeguarding@chestokemethodists.com

2. Church and Circuit Safeguarding Policies

Methodist Church Safeguarding Policy: The Connexional Safeguarding policy – updated in September 2020 - can be found under this link entitled *Safeguarding policy, procedures and guidance*.

<https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/policies-and-guidance/>

This policy is updated every 6 months; if you notice any inaccuracies or gaps in the policy please contact the DSO in the first instance.

Church Safeguarding Policy:

It is a requirement of the Church Council that the church safeguarding policy is reviewed / updated and agreed on an annual basis in line with the Methodist

Church Safeguarding policy. A Word version of the model church policy can be amended to cover specific church situations.

Model policies are available at:

<https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/policies-and-guidance/>

Circuit Safeguarding Policy:

It is a requirement of the Circuit Meeting that the Safeguarding policy is reviewed / updated and agreed on an annual basis in line with the Methodist Church Safeguarding policy.

Model policies are available at:

<https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/policies-and-guidance/>

3. Safer Recruitment

Safer Recruitment of volunteers

Recruitment of all volunteers and paid lay workers role must be completed through a safer recruitment process in line with the *Policy Guidance on carrying out Disclosure and Barring (DBS) Checks as part of safer recruitment.*

1. Identify what the need is and determine if a DBS is required and at what level dependent on role outline.
2. Role Outline for voluntary work should include:

An outline all tasks (be specific)

Who supervises role

How the person in each role will be supported

Skills and attributed needed for role

Agreement on which costs can be claimed back and how, if any are incurred

All role outlines must be agreed at Church Council or Circuit meeting, dependent on who the Trustees are.

3. Advertise role(s) – this may be informal, via a short item the church notices
4. Ensure all volunteer applicants complete an application form for the role outline and that they complete **Form A part 1**, to register an interest in a voluntary role.
5. Obtain 2 References from people who know the applicant well. Where relevant to the role, this should include one reference from someone who has managed or supervised the applicant's work/volunteering with children, young people or vulnerable adults.
6. Face to face interview –by 2 people (who have been safely recruited). An interview for ALL candidates should be based on an objective assessment their ability to meet requirements of the role outline
7. Complete DBS check as required dependent on where role outline fits within Groups for DBS checks (please see further guidance under section 5)
8. Ensure volunteer completes **Form A part 2** - Volunteer agreement and confidential declaration
9. Appoint the successful applicant to the voluntary post with a probationary period
10. Provide induction and training for role to include *Creating Safer Spaces Foundation Module Training* (and *Advanced Module* training dependent on the role undertaken). This should be completed within 6 months of appointment (although this condition has been waived temporarily due to Covid-19 restrictions). Consider online training for both Modules.

Please see the Safer Recruitment process information in the Safer Recruitment folder, which is taken from:

<https://www.methodist.org.uk/for-churches/employees-and-volunteers/supporting-local-ministry/recruiting-volunteers/>

Information taken from Safeguarding Policy, Procedures and Guidance for the Methodist Church July 2020.

and the policies that can be found:

<https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/policies-and-guidance/>

There is a requirement to have role outlines for all roles and a safeguarding policy and statement of the Circuit's commitment to Safeguarding included within all recruitment and selection material.

4. Forms

Form A: Volunteer with Vulnerable groups (Part of Safer Recruitment Process)

Form A Part 1: Registration form with privacy notice – this form is to be given to everyone volunteering to work with children, young people and vulnerable adults. It should be given to the volunteer when they express an interest in volunteering.

Form A Part 2: Volunteer Agreement with role outline – this form is to be completed by everyone volunteering to work with children, young people and vulnerable adults. The role outline should be by someone responsible for recruiting to a role and signed by the appointing person and the volunteer.

<https://www.methodist.org.uk/safeguarding/recruitment-dbspvg-forms-etc/forms/volunteer-with-vulnerable-groups-form-a/>

Confidential Safeguarding self-declaration forms (formally Form C):

All people nominated or who holding positions in the Methodist Church must sign a confidential safeguarding self-declaration unless their role required a DBS.

<https://www.methodist.org.uk/safeguarding/recruitment-dbspvg-forms-etc/forms/confidential-safeguarding-declarations/>

There are 3 versions of this form:

- **CSD/1 Safeguarding self-declaration for office holders with any contact with vulnerable groups** - This form should be completed by all office holders and clergy (both paid and voluntary) who are applying for a role which involves any contact with children and vulnerable adults and who require an Enhanced DBS check. It should be completed prior to submission of a DBS application to enable a declaration of convictions.
- **CSD/2 Safeguarding self-declaration for office holders without substantial contact with vulnerable groups – *This form is rarely used.*** This form is used where a basic DBS check is required, where there is no contact with vulnerable groups. It should be completed prior to submission of a basic DBS application to enable a declaration of convictions.
- **SD/4 Safeguarding self-declaration for members of church bodies** – This form should be used for members of church bodies (such as Church Council), who should complete this form because they do not require a DBS check, but need to confirm that they do not have a conviction under Standing Orders 010.

Form D: Key holders

<https://www.methodist.org.uk/safeguarding/recruitment-dbspvg-forms-etc/forms/key-holder-declaration-form-d/>

The Methodist Church is not obliged to grant anyone access to church premises unless this is required as part of their role or for regular hire of premises. Before the keys can be issued the key holder is asked to sign a declaration and acknowledge the conditions of issue. Form D can be downloaded from the link above.

5.DBs Applications and Renewals

Please have a conversation with the Church minister regarding record keeping for DBS's and safeguarding training – there is an excel spreadsheet in the Records folder that could assist with this.

Self-Declaration form – for DBS applications and renewals:

This form should be completed prior to a new DBS or renewal application for those working with children and vulnerable adults – **use form CSD/1**. Please send completed form to the document verifier, to be kept in electronic format where possible, and to be stored securely.

DBS application – Documents needed for application

<https://d2481qc4nxxlzy.cloudfront.net/app/pub/assets/pdfs/Whatyouneed.pdf>

DBS Groups: Within our churches, many roles are undertaken; some roles have no contact with children, young people or vulnerable adults, others have a vast amount of contact. The roles have been grouped together under the different levels of DBS check required. The level of DBS needed for a role is dependent on the tasks being undertaken and therefore it is important that Safer Recruitment process are followed. Information on Safer Recruitment, DBS levels and which role falls into which group can be found in:

<https://www.methodist.org.uk/safeguarding/recruitment-dbspvg-forms-etc/safer-recruitment-policy-and-practice-guidance/>

or specifically on pages 31 – 34 of the policy

6.Safeguarding Posters

Safeguarding Posters:

<https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/posters/>

Safeguarding posters must be displayed in all Methodist churches, circuits and Local Ecumenical Partnerships (LEPs) that follow the *Safeguarding Policy, Procedures and Guidance for the Methodist Church* and should be displayed in a prominent location to inform church members and users of the premises about the church's commitment to safeguarding, its policy and to increase the awareness that safeguarding is everyone's responsibility.

The introduction of safeguarding posters is recent; this takes the place of the requirement to display a copy of the local safeguarding policy, but the poster

should also contain details of where a hard copy or digital version of the local safeguarding policy can be found.

Printable posters can be found in the support pack, along with versions specific for LEP's and for Welsh language churches.

7.Safeguarding Training:

Within the Methodist Church there are 2 levels of safeguarding training for roles undertaken. *Creating Safer Spaces Foundation Module* and *Advanced Module*. For many roles undertaken within the church the Foundation Module is required with a further update every 4 years. For those that are required to undertake the Advanced Module, they do not to complete an update at Foundation level.

Safeguarding Training - who needs to attend:

Please see the list in the Training folder. If you have any questions regarding *Creating Safer Spaces Safeguarding Training* please talk to your Minister or Circuit Safeguarding Officer.

8.Activity Risk assessments

Activity Risk assessments:

Activity Risk assessment should be kept by the group leader and or Minister, and only sent the to Circuit Safeguarding officer if it is a specialized event.

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, approved by the event leader/minister and retained securely in case they need to be seen at a later date (e.g. as a result of an accident taking place).

Where the group is participating in a specialised activity such as adventure activities, advice should be sought from the relevant licensing authority/organisation. Advice is also available from the Well for Workers:

<https://www.methodist.org.uk/our-work/children-youth-family-ministry/the-well-learning-hub-equipping-and-supporting-workers/resources-from-the-well-to-download/policy-and-practical-help/organising-events/>

Examples of Activity Risk Assessment Templates can be found in the Activity Risk Assessment Folder, please choose the one appropriate one for your event.

An example of an Activity Risk Assessment can be found here:

<https://www.darlingtonmethodistdistrict.org.uk/safeguarding/risk-assessments.html>

9. Record Keeping

Record Keeping

Record Keeping is an important part of safeguarding; they need to be treated as a matter of priority and must be kept securely. Important points to record are:

- Who?
- Why?
- What?
- Where?
- When?

In the Record Keeping Folder there is a Safeguarding Log that can be used as a starting point for recording any concerns or incidents that relate to a child, young person, or vulnerable adult. Safeguarding records must be kept for 75 years.

Safeguarding records may include:

- safeguarding referrals for advice, inquiries, and support to other organisations and internally
- records of safeguarding concerns about children and young people or about behaviour towards them
- quality assurance information e.g. safeguarding audits, data returns etc.

Information taken from Safeguarding Policy, Procedures and Guidance for the Methodist Church July 2020.

- files relating to educational establishments, recruitment and safeguarding.
- complaints and discipline material
- files on appointments to councils, committees, and other bodies
- files and papers relating to Subject Access Requests
- safeguarding leadership and governance at a church and circuit level
- DBS checks
- policies and procedures relating to safeguarding children and young people

10.Lettings

Room Bookings / Building Hire

Church Councils are required to ensure that those who use their premises under licence and those who hire the premises for regular or occasional use are given a copy of the local Church Safeguarding policy and declare their willingness to comply with the safeguarding policy of the Methodist Church or equivalent procedures (such as Scouting and Guiding National Safeguarding policies).

To assist with lettings and room hire TMCP have provided a flowchart to help determine which forms needs to be used for which type of letting:

<https://www.tmcp.org.uk/standard-documents-and-forms/licence-flow-chart>

Template booking form for third party use – see under Lettings in Support Pack

Standard licence form - See under lettings in Support pack, but other forms are required to be used alongside the standard licence form. Please see further details on-

<https://www.tmcp.org.uk/property/letting-property-and-third-party-use/resources/standard-documents-and-forms/standard-licence>

Appendix – Contents of each file in the Support Pack Folder

Activity Risk Assessment:

20.10.7 Register information from Safeguarding Policy p 110

Activity Risk Assessment template from Safeguarding Policy

Events information booklet from Methodist Insurance

Methodist Insurance - General Risk Assessment

Methodist Insurance – Large Churches Risk Assessment

Methodist Insurance – Small Churches Risk Assessment

DBS:

DBS update Service checks

DBS verifier Privacy Notice July 2018

DBS exemption form – March 2018

Documents required for DBS application

DBS Groups for levels for checks

Methodist Quick start guide for DBS applications

Forms:

Consent form – 12 Years and over for use of Photographs and Videos

Consent form – Parents and Carers for use of Photographs and Videos

CSD/1 Safeguarding declaration for applicants with substantial access to vulnerable groups

CSD/2 Safeguarding self -declaration for office holders without substantial contact with vulnerable groups (were only a basic check is required – not routinely used)

SD/3 Safeguarding self-declaration for Methodist Council Members

SD/4 Safeguarding self-declaration for members of church bodies – church council members (Replaces Form C)

Form D – Keyholders

Form 1 – Part 1

Form A – part 2

Lettings information:

Checklist for external users
 Licence Flow Chart
 Standard Licence form
 Booking form template

Model Policies:

Model Church safeguarding Policy
 Model Circuit safeguarding Policy
 Model Key points for external users of premises

Record Keeping:

Church Central Record template
 Safeguarding Log template

Roles:

Role Outline for Church Safeguarding Officer
 Role outline for Circuit Safeguarding Officer
 Safer working practice with Children and Young People

Safeguarding Posters:

Poster for English Language Church
 Poster for English speaking LEP
 Poster for Welsh Language Church
 Poster for Welsh language LEP Church

Safer Recruitment:

Form A Part 1 – Registration form with privacy notice
 Form A part 2 – Volunteer agreement with role outline
 READ FIRST Safer Recruitment Process
 Reference letter request on Letter Head
 Role Description Booklet
 Volunteer application form
 Volunteering induction Checklist

Training:

List - those who require safeguarding training

Information taken from Safeguarding Policy, Procedures and Guidance for the Methodist Church July 2020.

