



Wesley's Chapel & Leysian Mission

Safeguarding Children and Vulnerable Adults Policy Wesley's Chapel and Leysian Mission Methodist Church / City Road Circuit

This policy was agreed at a Board of Trustees Meeting on: 22nd January 2018

Statement of Safeguarding Principles

The Methodist Church, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation 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.

Wesley's Chapel and Leysian Mission, and the City Road Circuit, are 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.

We recognise that we have a particular care for all who are vulnerable whether by disabilities or by 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 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.

Wesley's Chapel and Leysian Mission, and the City Road Circuit, fully agree 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.

We 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. Wesley's Chapel and Leysian Mission, and the City Road Circuit, accept 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.

Purpose

The purposes 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 (2017).

Our Commitments

The City Road Circuit; including The Museum of Methodism, John Wesley's House, and Wesley's Chapel and Leysian Mission commit 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** government legislation and guidance, the Connexional Safeguarding Policy, and safe practice.
- **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.

Roles and Responsibilities

Wesley's Chapel and Leysian Mission appoints Judith Bell as Church Safeguarding Officer (Children and Adults). The City Road Circuit also appoint Judith Bell as Circuit Safeguarding Officer (Children and Adults). They support her in these roles, which are to:

- Support and advise the circuit superintendent, ministers, circuit stewards and activities trustees in fulfilling their roles
- Provide a point of reference to advise on safeguarding issues
- Liaise with Circuit and District Safeguarding Officers, and the district safeguarding group
- Promote safeguarding best practice within the local church with the support of circuit ministers
- Work with the superintendent minister, ministers and district safeguarding officer to address safeguarding concerns
- Ensure proper records are kept of all incidents/concerns according to Methodist policy and practice (Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church - Updated Jan 2015.) and to inform the district safeguarding officer within 24 hours on the referral form
- Agree with the superintendent minister about how and where records are stored and who should have access
- Ensure that all safeguarding training which is required is undertaken by those in post and appropriate records kept and made available

- Attend training and meetings organised to support the role, including district safeguarding events
- Oversee safeguarding throughout the whole life of the church e.g. lettings, groups property, etc.
- Report to the Board of Trustees annually on the implementation of safeguarding policy and practice
- Ensure the church completes a yearly audit/monitoring on safeguarding confirming that policies are in place for the church and all groups and lettings in the church and that these have been annually reviewed
- Ensure all within the circuit complete a risk assessment on each area of activity in the church and this is stored and reviewed at least annually. This should be made available if asked for
- Ensure that the church recruits safely for all posts
- Ensure that the church has a safeguarding noticeboard with copy of the current, signed safeguarding policy, contact numbers for local and national helplines and other suitable information
- Review this safeguarding policy at least annually and send an updated copy to the district safeguarding officer
- Keep up to date with current policies and practice in statutory services and within the church.

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.
- The church premises will be assessed by the 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 the vehicle has the appropriate number of seats & seatbelts, holds a valid MOT certificate, and is taxed. We will check that drivers have a valid licence and are insured. An agreed record of these checks will be kept in the church file for each driver/car.
- Risk assessments for all activities which include the transport of children or vulnerable adults will ensure that there is appropriate supervision at all times.
- 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.

In terms of safeguarding, 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 Creating Safer Space Foundation Module training within the first 6 months of appointment. 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 an annual review session. 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 containing this safeguarding policy, a code of conduct relevant to the role, and the Methodist Church Safeguarding Quick Reference guide. This information pack will be reviewed annually with this safeguarding policy.

Events

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

For events with church groups that take place off the premises, adequate staffing, a risk assessment and notification of the event to 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 Judith Bell in order that an appropriate response can be made., including informing the District Safeguarding Officer and District Safeguarding Group when necessary.

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 who will keep the records and take advice as appropriate from both the DSO and CSO.

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 will be appointed by the Board of Trustees and who is currently Revd Dr Jennifer Smith. If a complaint is made to another person, it should be passed to Revd Dr Jennifer Smith who will arrange to meet with the complainant and attempt to resolve the complaint. If the complaint cannot be resolved, consideration will be given to invoking the complaints system of the Methodist Church which will involve initially speaking with the Local Complaints Officer who is Revd Nigel Cowgill.

Review

This policy will be reviewed annually by the Board of Trustees. The date of the next review is January 2019.

Key concepts and definitions

- 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.

Important Contact Details

Ministers

Rev. Dr Jennifer Smith – 07483146688, super@wesleyschapel.org.uk
(Superintendent)

Rev. Jennifer Potter – 020 7253 2262, associate@wesleyschapel.org.uk

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

Chair of London District (North): Rev. Nigel Cowgill – nigel@methodistlondon.org.uk

District Safeguarding Officer:

Grahame Snelling – 07960877740, safeguarding@methodistlondon.org.uk

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)

Dated 22 January 2018

Signed Jennifer V Smith Chair of Board of Trustees