

## Change History

Version	Section	Reason	Date	Name
Various	All	Versions adopted by Trustees in prior years	Up to 2016	John Wyborn & John Rishworth
0.1	All	Draft for discussion & approval by Trustees	Aug-2017	Sue Huntington
1.0	All	Review and revision for initial upload to Dropbox	15-Sept-2017	Richard Arnold
2.0	All	Annual review – updates as required	13-Feb-19	Jackie Burrows & Rev Peter Mayo-Smith
2.1	All	Sundry revisions	14-Feb-19	Richard Arnold
3.0	All	Annual review – amended authorised persons and responsibility for DBS checks and date for next review. Version approved at the ACM, dated 6 <sup>th</sup> May 2021	01-Oct-20	Richard Arnold & Jackie Burrows
3.1	All		29-04-2021	Richard Arnold
4.0	All	General housekeeping following Trustees' review	23-07-2021	Richard Arnold
5.0	All	Housekeeping and update of authorised persons	02-05-2022	Richard Arnold

**Notes:**

- This policy was approved by trustees on 27<sup>th</sup> Feb 2019 and presented to, and adopted by, the ACM on 24<sup>th</sup> March 2019. Subsequently, the policy has been reviewed regularly (annual checks), as documented above. Version 5 of the policy was tabled and approved at the ACM on 15<sup>th</sup> May 2022
- The policy was reviewed and approved by the Trustees in September 2022. The next review will be **31<sup>st</sup> July 2023**
- A (one page) summary statement of the Safeguarding Policy was originally approved by the Trustees' Council at a meeting held on 11<sup>th</sup> December 2019. This was updated in June 2021 and approved at the Trustees' meeting held on 14<sup>th</sup> July 2021. This is incorporated into this document as Appendix 1. This is given to all hirers/users of TEC premises, together with a "Briefing document" on key points
- This general Safeguarding policy is supplemented by detailed policy documents covering the following specific aspects of Safeguarding:
  1. Film and Photography
  2. Internet Usage
  3. Social Media and e-Safety
  4. Use of CCTV
  5. Data Privacy (GDPR)
  6. General Health & Safety
  7. Equality and Diversity
  8. Working at Heights
  9. Lone Worker – **in the process of being reviewed by the Trustees / Assets Group - Oct 2022**
  10. Volunteers
- All of items 1 to 8 were reviewed by the Trustees in August 2022 and approved formally at the Trustees' meeting, held on 12<sup>th</sup> September 2022. Item 10 was reviewed Oct 2022. Item 9 is with the Assets Pillar for review.

## The Eldwick Church Policy for Safeguarding Children and Vulnerable Adults

The Methodist Church and Church of England, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female 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 Eldwick Church is a local ecumenical partnership (LEP) between Church of England and Methodist denominations. It 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 Eldwick 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.

This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to be a dynamic policy, that changes to meet new, prevailing circumstances. 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 Eldwick Church LEP 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 Eldwick Church:

- Recognises the serious issue of the abuse of children and vulnerable adults and that this;
- May take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect.
- Acknowledges the effects these may have on people and their development including spiritual and religious development.
- Accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained.
- Accepts its responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them.
- Takes seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.

The Eldwick Church commits itself 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 in another context.
- Challenge the abuse of power of anyone in a position of trust.
- Ensuring the implementation of the Connexional and Diocesan Safeguarding Policy; government, legislation and guidance and safe practice in the circuit and in the churches.
- 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.

- The Eldwick Church is committed to following the guidelines set out in the “Safeguarding Policy, Procedures and Guidance for the Methodist Church” in Britain.
- The Eldwick Church affirms and gives thanks for the work of those who are workers with children and vulnerable adults and acknowledges the shared responsibility of all of us for safeguarding vulnerable adults who are on our premises.

The Eldwick Church (TEC) appoints **Jackie Burrows** as the person responsible for all Safeguarding issues both adult and children and for acting as **Safeguarding Officer**. TEC further appoints **Anita Armstrong** to be responsible for ensuring that DBS checks are carried out as/when required. Both Jackie Burrows **and the current TEC Minister (Revd Brian Greenfield)** are appointed to authorise DBS requests. TEC also appoints **Christine Cubitt** to maintain safeguarding training records and to ensure that those required, by virtue of their role(s), attend the courses prescribed for those roles.

As the officer responsible, **Jackie Burrows** ensures that the Trustees carry out their role which is to:

- i) Support and advise the minister and the (LEP) trustees in fulfilling their roles
- ii) Provide a point of reference to advise on safeguarding issues
- iii) Liaise with Circuit, District and Diocesan Safeguarding Coordinators and other relevant officers
- iv) Promote safeguarding best practice within the local church with the support of the LEP minister, for the time being, and other Circuit ministers

**a) Purpose**

The purposes of this safeguarding policy are to ensure procedures are in place and people are clear about roles and responsibilities for vulnerable adults in our care and using our premises. The measures are intended to safeguard those working with children, young people and adults who may be vulnerable. It is to be read in conjunction with the Methodist Safeguarding Handbook (2010).

**b) Good Practice**

We believe good practice means that:

- i) All people are treated with respect and dignity
- ii) 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
- iii) The church premises will be assessed for safety for children and vulnerable adults and the risk assessment report will be given annually to the TEC Trustees Council in written form.
- iv) Any church-organised transport of children or vulnerable adults will be checked to ensure the vehicle is suitable and insured and that the driver and escort are appropriate
- v) Promotion of safeguarding is recognised to include undertaking those tasks which enable all God’s people to reach their full potential. The TEC Trustees Council will actively consider the extent to which it is succeeding in this area

**c) Appointment and training of workers**

Workers will be appointed after a satisfactory DBS disclosure and vetting process. Each worker will be expected to undergo basic safeguarding training, within the first year of appointment. The other training needs of each worker will be considered (e.g. food hygiene, first aid, lifting and handling, etc.) and each worker will have an annual review conducted by a named member of the TEC Trustees Council and another worker within the organisation.

**d) Pastoral visitors**

In terms of safeguarding, Pastoral Visitors will be supported in their role with the provision of basic safeguarding training upon appointment.

**e) Guidelines for working with children, young people and vulnerable adults**

A leaflet will be produced and reviewed annually to be given to each worker with vulnerable adults outlining good practice and systems. The leaflet will be reviewed annually with this policy.

**f) Ecumenical events**

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

**g) Events with church groups off the premises**

Adequate staffing will be ensured for such events. Notification of the event will be given to the appropriate link trustee who will liaise with the Safeguarding representatives as appropriate.

**h) Other groups on church premises**

Where the building is hired for outside use, the person signing the letting agreement will be given a copy of this policy and any appropriate leaflet(s). They will be required to provide their own Safeguarding Policy statement.

**i) Complaints and grievance procedures**

It is hoped that complaints and grievances can be dealt with internally by the organisation. How this will be done is described in the separate policy document (Complaints Policy v1.0). Complaints against clergy must always be handled by the appropriate officers and procedures of the respective denominations (these are referenced in the Complaints Policy).

For other complaints and grievances, if these cannot be resolved internally, consideration should be given to invoking the complaints system of the Methodist/Anglican Church, which will involve initially speaking with the Archdeacon or District Complaints Officer respectively.

**j) Review**

This policy will be reviewed annually by the Trustees. The deadline for the next review is 31<sup>st</sup> July 2023.

**k) Key concepts and definitions**

- i) Vulnerable Adults: any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation
- 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.

**Dated:** .....

**Signed:** .....

*Chair of Annual Congregational Meeting*



## Appendix 1 – Summary Safeguarding Policy Statement (June 2021)

*This Policy Statement on Safeguarding was originally adopted by The Eldwick Church at the Trustees Meeting held on 11<sup>th</sup> December 2019. The application of this policy is reviewed regularly and a report provided by the Safeguarding Officer to the Trustees<sup>1</sup>.*

Each person who works within this church will agree to abide by these recommendations and the guidelines established by this church. The trustees have appointed **Jackie Burrows** as the person responsible for Safeguarding and for acting as the **Safeguarding Officer**.

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential 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 Eldwick Church adopts Church of England and Methodist Church of Great Britain's, policies and practice guidance relating to safeguarding. **Thus, we will endeavour to safeguard children, young people and adults by:**

- Ensuring the care, nurture of, and respectful pastoral ministry with, all children, young people and adults.
- Carefully selecting and training all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- Supporting, resourcing, training and regularly reviewing those who undertake work with children, young people and adults.
- Establishing safe, caring communities which provide an environment where there is a culture of "informed vigilance" as to the dangers of abuse.
- Recognising that it is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of children, young people and adults, and to report any such abuse that we discover or suspect.
- Responding without delay to every complaint made which suggests that a child, young person or adult may have been harmed, co-operating with the police and local authority in any investigation.
- Seeking to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
- Committing ourselves to promoting safe practice by those in positions of trust.
- Challenging any abuse of power, especially by anyone in a position of trust.
- Offering pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or adult.

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<sup>1</sup> Confirmed at Trustees meeting of 14<sup>th</sup> July 2021