**SAFEGUARDING POLICY**

**Quick Reference Guide**

**Bodmin, Padstow & Wadebridge Methodist Circuit 2018**

**If you have concerns about possible abuse:-**

* Consult the person to whom you are responsible… or

person in Pastoral Care/Safeguarding Officer

* Decide together whether to seek advice or to make an immediate referral
* Keep a record of what happened, your concerns and your actions
* Tell the person in pastoral care
* Only tell others who need to know

**How to respond to a vulnerable person who shares with you regarding abuse:-**

* Never promise to keep a secret in case the authorities need to know something
* React calmly: be aware of your non-verbal messages
* Don’t stop someone who is talking freely about what has happened
* Don’t ask leading questions
* Reassure the person they have done the right thing by telling you
* Avoid making comments or judgements
* Tell the person what will happen next
* Record using the person’s own words and noting any important dates and times
* Report to the person to whom you are responsible, whoever is in pastoral care, the Superintendent or District safeguarding officer.

**Remember good practice**

* Treat everyone with respect, setting a positive example
* Respect people’s personal space
* Ensure your actions cannot be misinterpreted
* Challenge unacceptable behaviour in a constructive way
* Do not put yourself or other people in vulnerable situations
* Do not have inappropriate physical contact with others
* Always share safeguarding concerns with those in Pastoral Care.

**Contacts**

If you consider a child or vulnerable adult to be in ***immediate danger*** then **call 999** and report your concerns to the police. Alternative numbers are…

**Multi-Agency Referral Unit 0300 123 1116**

or **Adult Social Services 0300 1234 131 or (out of hours) 01208 251300**

If you have any less urgent concerns about your safety, or about the safety of any vulnerable person in any of our communities contact **the person in pastoral charge of the relevant congregation.** Their details are on the Circuit Plan or the Circuit website [www.bpwcircuit.com](http://www.bpwcircuit.com)**,** or on the church notice board, or call one of the numbers below.

If, however, that person is not appropriate then you can contact any of the following:

**Circuit Safeguarding Officer - Rev Alistair Sharp 07885 596202** [alistairsharp66@googlemail.com](mailto:alistairsharp66@googlemail.com)

**Deputy Circuit Safeguarding Officer – Mrs Margaret Swaddling 01208 831529**

**District Safeguarding - Officer  Mrs Alison Gill 01872 261327**[administrator@cornwallmethodists.org.uk](mailto:administrator@cornwallmethodists.org.uk)

**Bodmin, Padstow & Wadebridge Methodist Circuit Safeguarding Policy**

**Valid from Jan 2018** until **Jan 2019 – to be reviewed at every September Circuit meeting**

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| **Action** | |
| Circuit Safeguarding Team process | Safeguarding team consists of all staff with pastoral care/charge of Circuit congregations or ministries, meeting at least monthly (excluding August). The meeting reports issues, discusses and reviews responses and annually reviews policy effectiveness.  Chair is Superintendent. Records are to be kept by Circuit Administrator |
| Reporting | Team members report ALL safeguarding concerns to the meeting immediately, verbally. In writing where appropriate |
| Recording | The Circuit Administrator records the concern and allocates a case number.  All records are to be held confidentially, according to Methodist confidentiality policy  *http://www.methodist.org.uk/ministers-and-office-holders/pastoral-care/confidentiality-guidelines* |
| Action plan | Team discusses, decides and delegates an appropriate action…prioritizing safety of the vulnerable person/s in each case |
| Follow-up | Each concern is reviewed until completion at every meeting until issue is deemed closed or no further action required by the meeting. |
| **Background Culture** | |
| Communication | Safeguarding statement and policy is to be prominently displayed in every Church building & on Circuit website.  Safeguarding must be a standing agenda item at every Church Council, Circuit Staff Meeting, and Circuit Meeting. This will include communicating updates to legal safeguarding requirements. |
| Risk  Assessments | Risk assessments of new and existing activities should be made, in order to identify hazards and take action to minimise risk…including buildings which are hired for church activities involving children and outdoors activities including travel arrangements. If specialised activities are to be undertaken, appropriate instructors should be engaged and their credentials confirmed. |
| Registers | For every children’s activity a register will be kept by the group leader and staff in attendance |
| Safe Recruitment | Recruitment for work with vulnerable people will require:-   * Communication with Safeguarding team – Name and Role * A signed self-declaration form –   <http://www.methodist.org.uk/media/1893089/Self%20Decleration%20New%20Applicants.pdf>   * A DBS application – see below – logged with Circuit safeguarding team * Training booked for Creating Safer Space course within 6 months   **Methodist Church standing order 010 states…**  ‘no person who has been convicted of or has received a simple or conditional caution from the police concerning an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (as amended) or who otherwise poses a risk to children, young people or vulnerable adults shall undertake work with children, young people or vulnerable adults in the life of the Church’.  Detailed procedures are to be found on Methodist website  http://www.methodist.org.uk/media/1815378/css\_lm\_info\_-\_safer\_recruitment.pdf |
| Code of Conduct | We will abide by the:-  **Code of Safer Working Practice** (Appendix D) in  Safeguarding Children and Young People Policy for the Methodist Church Revised edition 2010  Approved by the Methodist Council April 2010  **Guidance for those who exercise pastoral care**  Safeguarding Adults Policy for the Methodist Church 2010 - Approved by the Methodist Conference 2010 |
| Contacts | If you consider a child or vulnerable adult to be in ***immediate danger*** then **call 999** and report your concerns to the police. Alternatively for a concern regarding a child call the  **Multi-Agency Referral Unit 0300 123 1116**  or **Adult Social Services 0300 1234 131 or (out of hours) 01208 251300**  If you have any less urgent concerns about your safety, or about the safety of any vulnerable person in any of our communities contact **the person in pastoral charge of the relevant congregation.** Their details are on the Circuit Plan or the Circuit website [www.bpwcircuit.com](http://www.bpwcircuit.com)**,** or on the church notice board, or call one of the numbers below.  If, however, that person is not appropriate then you can contact any of the following:  **Circuit Safeguarding Officer - Rev Alistair Sharp 07885 596202** [alistairsharp66@googlemail.com](mailto:alistairsharp66@googlemail.com)  **Deputy Circuit Safeguarding Officer – Mrs Margaret Swadling 01208 831529**  **District Safeguarding - Officer  Mrs Alison Gill 01872 261327** [administrator@cornwallmethodists.org.uk](mailto:administrator@cornwallmethodists.org.uk) |
| Ratios | For children’s work the Circuits ratios are as follows:-  0 – 2 yrs 1 person for every 3 children 1 : 3  2 – 3 yrs 1 person for every 4 children 1 : 4  3 – 8 yrs 1 person for every 8 children 1 : 8  Over 8 yrs 1 person for the first 8 children then 1 extra person for every extra 12 children  Each group should have at least 2 adults  source: Safeguarding Children and Young People Policy - for the Methodist Church Revised edition 2010 |
| **Covenants of Care**  SO69f, Part 2 Section 12 of the guidance section of CPD, and  Section 9 Safeguarding Children & Young People policy, Methodist Safeguarding Handbook 2010 | |
| Setting-up | A member of the Safeguarding team will bring the names, and case notes of everyone considered a risk for the team to decide if the person is a risk, and if a covenant of care is the appropriate response to enable them to worship and be part of the church community in safety. |
| Communication | Each Covenant of Care will be communicated to the District safeguarding officer, as it is set up, and a record kept of the communication |
| Review | Each one will be reviewed every quarter by the Safeguarding team |
| Processes | We will abide by section 9 & Appendix E - Safeguarding Children & Young People policy, Methodist Safeguarding Handbook 2010 |
| **Disclosure and Barring Service checks** | |
| Eligibility -  Who needs them | Safeguarding team will discuss and decide whether a role requires a DBS check, in line with  *Practice Guidance on carrying out Disclosure and Barring Service (DBS) checks as part of Safer Recruitment for England and Wales – August 2015*  *http://www.methodist.org.uk/media/1893017/Practice%20guidance%20DBS%20checks%20Aug%202015.pdf*  DBS checks are valid for 4 years. They are required for Stewards, Local Preachers, Pastoral Visitors, Leaders of ministry & all regular workers with children. Not required for caretakers, occasional, supervised workers with children, giving lifts to events, helping with providing refreshments, or providing flowers. Not all keyholders require a DBS check. All new roles should be checked with safeguarding team. |
| Verifiers | Safeguarding team will decide who is an authorised verifier for the circuit, and keep appropriate records. Approved verifiers are **Rev Alistair Sharp & Rev Sally Long** |
| Application Process | All applications are to be made online via the Churches Agency for Safeguarding website. CAS  will send the verifier the results of the outcome of the DBS check. The verifier will ensure the local Safeguarding Officer receives a copy of the of outcome email. This is to be reviewed at the March 2018 Circuit Meeting. |
| Transferability | A DBS check obtained for another institution can be accepted in the Circuit as long as  1) there are no blemishes  2) it is no more than 2 years old  3) it is for the same ‘workforce’  i.e. either Children or Vulnerable adults or for both  4) A reference (verbal or written) has been received from the other institution. |
| Renewals | DBS checks are required to be renewed each Olympic year  A renewal will also require a signed renewal self-declaration form *(p22 Practice Guidance on carrying out DBS checks – August 2015)*  http://www.methodist.org.uk/media/1893095/Self%20Decleration%20Renewals.pdf |
| Record keeping | Person in Pastoral care/charge is responsible for submitting local records and ensuring every worker in an appropriate role has a DBS check |
| **Education & Training** | |
| Basic training | Everyone with regular contact with vulnerable people in our congregations and ministries must attend the following training:-  Creating Safer Space Foundation Module - within 6 months of appointment…  Creating Safer Space Foundation Module Refresher Edition after a maximum of 4 years & every ‘Olympic’ year thereafter |
| Leadership | Trainers of Creating Safer Space & Chief and Deputy Safeguarding officers must attend  Creating Safer Space – Leadership module and an update every Olympic year. |
| Records | Records of attendees of each of these courses will be kept at Circuit level. Attendance records must be kept by the training provider and submitted to Circuit Administrator |

**Reference documents – referenced in Safeguarding Policy**

**To be reviewed annually in Sept to ensure they are up to date**

**Methodist Confidentiality policy**

<http://www.methodist.org.uk/ministers-and-office-holders/pastoral-care/confidentiality-guidelines>

**Self-declaration Form**

<http://www.methodist.org.uk/media/1893089/Self%20Decleration%20New%20Applicants.pdf>

**Twelve steps to safer recruitment for employees and volunteers**

**– from Recruiting Safely 2010**

<http://www.methodist.org.uk/media/1815378/css_lm_info_-_safer_recruitment.pdf>

**Code of Safer Working Practice** (Appendix D) in

Safeguarding Children and Young People Policy for the Methodist Church Revised edition 2010

Approved by the Methodist Council April 2010

<http://www.methodist.org.uk/downloads/safe-update-3-1110-childrenandyoungpeople.pdf>

**Guidance for those who exercise pastoral care**

Safeguarding Adults Policy for the Methodist Church 2010 - Approved by the Methodist Conference 2010

<http://www.methodist.org.uk/downloads/safe-update-4-1110-adults.pdf>

**Covenants of Care**

SO69f, Part 2 Section 12 of the guidance section of CPD, and

Section 9 Safeguarding Children & Young People policy, Methodist Safeguarding Handbook 2010

<http://www.methodist.org.uk/downloads/safe-update-3-1110-childrenandyoungpeople.pdf>

**Practice Guidance on carrying out Disclosure and Barring Service (DBS) checks as part of Safer Recruitment for England and Wales – August 2015**

<http://www.methodist.org.uk/media/1893017/Practice%20guidance%20DBS%20checks%20Aug%202015.pdf>

**DBS renewal self-declaration form**

<http://www.methodist.org.uk/media/1893095/Self%20Decleration%20Renewals.pdf>

**Key Lists – to be maintained by Deputy Safeguarding Officer on behalf of Circuit Safeguarding Team, to be reviewed annually before September Circuit Meeting.**

* Trained people
* Trained Trainers
* Approved Verifiers
* Persons in Pastoral Care/Charge