

SAFEGUARDING POLICY
Quick Reference Guide
Bodmin, Padstow & Wadebridge Methodist Circuit from Jan 1 2022

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 123 4131 or (out of hours) 01208 251300
(numbers confirmed with Cornwall Council – Jan 22)

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, 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:

<u>Circuit Safeguarding Officer – Mrs Margaret Swadling</u>	01208 831529
<u>District Safeguarding Team – David Cross</u>	07857 208187
safeguarding@cornwallmethodists.org.uk	
<u>Connexional Safeguarding Team</u>	020 7467 5189
safeguarding@methodistchurch.org.uk	

Bodmin, Padstow & Wadebridge Methodist Circuit Safeguarding Policy

Valid from Jan 2022 until Jan 2023 – to be reviewed at every Dec Circuit meeting (or nearest meeting)

A Action	
Circuit Safeguarding Team process	Safeguarding team consists of all staff with pastoral care/charge of Circuit congregations or ministries, meeting at least 4 times a year. The meeting reports issues, discusses and reviews responses and annually reviews policy effectiveness. Chair is Superintendent. Records are to be kept by Deputy Circuit Safeguarding officer
Reporting	Team members report ALL safeguarding concerns to the meeting immediately, verbally. In writing where appropriate
Recording	The Deputy Circuit Safeguarding officer records the concern and allocates a case number. All records are to be held confidentially, according to 2017 Safeguarding Policy, Procedures & Guidance – Section 5 – Procedures for Information sharing and Confidentiality http://www.methodist.org.uk/media/2660915/Methodist%20Safeguarding%20Policy%20Procedures%20and%20Guidance%202017.pdf
Action plan	Team discusses, decides and delegates an appropriate action...prioritising 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.
B 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
Church Council	Minimum of 3 people (including minister) to have DBS checks on each church council
Safe Recruitment	Recruitment for work with vulnerable people will require:- <ul style="list-style-type: none"> • Communication with Safeguarding team – Name and Role • A signed self-declaration form – p.29 https://www.methodist.org.uk/media/7253/safer-recruitment-guidance-january-2018.pdf • A DBS application – see below – logged with Circuit safeguarding team • Training booked for Creating Safer Space course within 6 months <p>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: https://www.methodist.org.uk/media/7253/safer-recruitment-guidance-january-2018.pdf</p>
Code of Conduct	We will abide by the:- Code of Safer Working in 2018 Safeguarding Policy, Procedures & Guidance – Section 6 Promoting Safer Practice & Section 7 Practice Guidance – from p.62 onwards https://www.methodist.org.uk/media/7868/methodist-safeguarding-policy-procedures-and-guidance-0518.pdf
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.bpwccircuit.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 – Mrs Margaret Swadling 01208 831529 District Safeguarding Team – David Cross 07857 208187 safeguarding@cornwallmethodists.org.uk Connexional Safeguarding Team 020 7467 5189 safeguarding@methodistchurch.org.uk
Ratios	For children's work the Circuits ratios are as follows:- 0 – 2 yrs 1 adult for every 3 children 1 : 3 2 – 3 yrs 1 adult for every 4 children 1 : 4

	<p>4 – 8 yrs 1 adult for every 6 children 1 : 6 9 - 12 yrs 1 adult for every 8 children 1:8 13 – 18 yrs 1 adult for every 10 children 1:10 Each group should have at least 2 adults Source: - Methodist Safeguarding Policy, Procedures & Guidance – Jan 2018 p.133</p>
<h2>Safeguarding C Contracts</h2> <p>Section 4.7 - Safeguarding Policy, Procedures and Guidance for the Methodist Church - April 2018</p>	
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 Safeguarding Contract is the appropriate response to enable them to worship and be part of the church community in safety. A supervisory team will be appointed by the Circuit Safeguarding team, and will receive specific training regarding the operation of safeguarding contracts
Communication	Each Safeguarding Contract 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 4.7 Safeguarding Policy, Procedures and Guidance for the Methodist Church - April 2018
<h2>D Disclosure and Barring Service checks</h2>	
Eligibility - Who needs them	<p>Safeguarding team will discuss and decide whether a role requires a DBS check, in line with <i>Practice Guidance on carrying out Disclosure and Barring Service (DBS) checks as part of Safer Recruitment for England and Wales – January 2018</i> https://www.methodist.org.uk/media/7253/safer-recruitment-guidance-january-2018.pdf DBS checks are valid for 4 years. They are required for church safeguarding officers, 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.</p>
Verifiers	Safeguarding team will decide who is an authorised verifier for the circuit, and keep appropriate records. Approved verifier is David Cross
Application Process	<p>All applications are to be made online via the Due Diligence Checking system. DDC 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 Spring Safeguarding Meeting. Police to be informed if someone on barring list applies for a role that requires enhanced plus</p>
Transferability	<p>A DBS check obtained for another institution can be accepted in the Circuit as long as</p> <ol style="list-style-type: none"> 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	<p>DBS checks are required to be renewed each Olympic year A renewal will also require a signed renewal self-declaration form - (p.29 and p.30) https://www.methodist.org.uk/media/7253/safer-recruitment-guidance-january-2018.pdf</p>
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
<h2>E Education & Training</h2>	
Basic training	<p>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</p>
Leadership	Trainers of Creating Safer Space & Chief and Deputy Safeguarding officers, Local Preachers must attend Creating Safer Space – Advanced 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 Deputy Safeguarding Officer

Reference documents – referenced in Safeguarding Policy
To be reviewed annually in December to ensure they are up to date

Methodist Safeguarding Policy, Procedures & Guidance –

Approved April 2018 – updated May 2018

<https://www.methodist.org.uk/media/7868/methodist-safeguarding-policy-procedures-and-guidance-0518.pdf>

**Practice Guidance on Carrying out DBS checks as part of safer recruitment –
Jan 2018**

<https://www.methodist.org.uk/media/7253/safer-recruitment-guidance-january-2018.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 – Foundation Module, Foundation Refresher Module, & Advanced Module
– Lists held centrally with Deputy Circuit Safeguarding officer
- Trained Trainers – Learning Network
- Approved Verifier - David Cross
- Persons in Pastoral Care/Charge – Revd Loraine N Mellor, Myra Williams
Caroline Bailey, Revd Mo Lawson-Wills