

# MODEL CHURCH POLICIES

Model Church Policies

Policy for the Methodist Church

2010

Approved by the Methodist Conference 2010

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The policy refers to all work undertaken by the  
Scotland and Shetland Districts  
of the Methodist Church

Both are governed by the same Scottish national  
legislation, guidance and organisational systems for  
child and adult protection.

# Appendix A Safeguarding Principles

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## Statement of Safeguarding Principles

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.

### Principles

We are committed to:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- the safeguarding and protection of all children, young people and adults when they are vulnerable
- the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.

We will carefully select and train 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 Protection of Vulnerable Groups Scheme.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer 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 vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

### Safeguarding Children and Vulnerable Adults<sup>1</sup> Policy for ..... Methodist Church

This policy was agreed at a Church Council held on .....

The Methodist Church, 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 ..... Church 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 ..... 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. 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 ..... Church 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 ..... Church recognises the serious issue of the abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect. It acknowledges the effects these may have on people and their development including spiritual and religious development. It accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for

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<sup>1</sup> In this policy the meaning of 'vulnerable adult' is very broad and all encompassing. It includes a wide range of adults, some of whom in the Scotland and Shetland Districts of the Methodist Church, may be defined as an 'adult at risk' (within the meaning of the Adult Support and Protection (Scotland) Act 2007) or as a 'protected adult' in receipt of a 'welfare service' (as defined within the Protection of Vulnerable Groups (Scotland) Act 2007). In Scottish adult protection laws an adult is usually defined as a person who is 16 or over.

healing with survivors, offenders, communities and those who care about them. It takes seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.

The ..... 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. It commits itself to challenge the abuse of power of anyone in a position of trust.

The ..... Church commits itself to ensuring the implementation of Connexional Safeguarding Policy; government legislation and guidance and safe practice in the circuit and in the churches.

The ..... Church commits itself to the 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 ..... 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 ..... Church appoints ..... (*name*) as Church Safeguarding Adults Representative and ..... (*name*) as Church Safeguarding Children Coordinator and supports him/her/them in his/her/their role which is to:

- i) support and advise the minister and the stewards in fulfilling their roles
- ii) provide a point of reference to advise on safeguarding issues
- iii) liaise with Circuit and District Safeguarding Coordinators
- iv) promote safeguarding best practice within the local church with the support of 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. 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 Church Council in written form. This will include fire safety procedures. The Church Council will consider the extent to which the premises and equipment are suitable or should be made more suitable.
- 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 Church Council 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.

- c) Appointment and training of workers  
Workers will be appointed after a satisfactory Disclosure Scotland check. 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 Church 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 [Church Councils may produce their own material or use appropriate Connexional leaflets].<sup>2</sup>
- f) Ecumenical events  
Where ecumenical events happen on church premises, safeguarding is the responsibility of this Church 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 ..... (name).
- h) Other groups on church premises  
Where the building is hired for outside use, the person signing the letting agreement [which should include Safeguarding Form E],<sup>3</sup> will be given a copy of this policy and the leaflet. The lettings secretary will consider the various users of the building in making lettings<sup>4</sup>
- i) 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 Church Council and who is currently ..... (name). If a complaint is made to another person, it should be passed to ..... (name) 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 ..... (name).

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<sup>2</sup> These have yet to be produced for vulnerable adults.

<sup>3</sup> To be found in Safer Recruitment Guidance for Scotland 2014.

<sup>4</sup> Such as the code of practice or the pocket guide.

j) Review

This policy will be reviewed annually by the Church Council. The date of the next review is .....

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 Church Council

## Safeguarding Children and Vulnerable Adults<sup>5</sup> Policy for ..... Circuit

This policy was agreed at the Circuit Meeting held on ..... It will be reviewed on .....

The Methodist Church, 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 ..... Circuit 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.

The ..... Circuit is committed to the safeguarding and protection of all children, young people and vulnerable adults and that the needs of children or of people when they are vulnerable is paramount.

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.

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

The ..... Circuit commits itself to respond without delay to any allegation or cause for concern

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<sup>5 5</sup> In this policy the meaning of 'vulnerable adult' is very broad and all encompassing. It includes a wide range of adults, some of whom, in the Scotland and Shetland Districts of the Methodist Church, may be defined as an 'adult at risk' (within the meaning of the Adult Support and Protection (Scotland) Act 2007) or as a 'protected adult' in receipt of a 'welfare service' (as defined within the Protection of Vulnerable Groups (Scotland) Act 2007). In Scottish adult protection laws an adult is usually defined as a person who is 16 or over.

that a child or vulnerable adult may have been harmed, whether in the Church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust. It commits itself to providing informed pastoral care to those in need, including the supervision of those who have committed criminal offences.

The ..... Circuit commits itself to ensuring the implementation of Connexional Safeguarding Policy; government legislation and guidance and safe practice in the circuit and in the churches.

The ..... Circuit commits itself to the 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.

#### 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 Methodist Safeguarding Handbook (2010).

The ..... Circuit appoints ..... (*name*) as Safeguarding Adults Coordinator and ..... (*name*) as Safeguarding Children Coordinator and supports him/her/them in their role.

#### a) Roles and responsibilities

##### *Superintendent*

1. Ensure all churches have appropriate and up-to-date safeguarding policies in place.
2. Support those in pastoral charge in exercising responsibility for the implementation of safeguarding policy and practice.
3. Ensure the provision of pastoral support for those involved in issues of abuse and in management of sex offenders.
4. 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.
5. Ensure the Circuit Meeting appoints a Safeguarding Adults Coordinator and a Safeguarding Children Coordinator and that the details of that person are passed to the District office.
6. Ensure the Circuit Meeting reviews this policy annually.
7. Support the Safeguarding Adults Coordinator and the Safeguarding Children Coordinator in their work, providing access to resources to enable them to fulfil their functions.

##### *Circuit Stewards*

Ensure agreed procedures are in place for Circuit and ecumenical events that involve children or vulnerable adults.

##### *Circuit Safeguarding Adults Coordinator and Circuit Safeguarding Children Coordinator*

1. Support and advise the Circuit Superintendent and the Circuit Stewards in fulfilling their roles.
2. Provide a point of reference to advise on safeguarding issues.
3. Liaise with the District Safeguarding Group(s).
4. With the support of the Superintendent ensure that any incidents and allegations are followed up or referred as necessary.

#### b) Procedures for circuit events involving children or vulnerable adults

It is essential that circuit events that involve children or vulnerable adults do not slip through the net



because they are not owned by one church.

c) Responsibility for those planning and leading the event

All those involved in leading and running the event must be aware of the procedure.

The event should have been planned effectively and attention given to the following issues:

Risk assessment and suitability of the activity and the premises.

The appointment of a team to take charge of the event, including safeguarding and first aid personnel.

Particular health or ability needs should have been taken into account.

Numbers of children or vulnerable adults involved.

Transportation following good practice guidelines.

d) 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 Circuit Meeting

## Safeguarding Children and Vulnerable Adults<sup>6</sup> Policy for ..... District

The Methodist Church, 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 ..... Methodist District is committed to the safeguarding and protection of all children, young people and vulnerable adults and that the needs of children or of people when they are vulnerable is paramount.

The ..... Methodist District 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 ..... Methodist District 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.

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

The ..... Methodist District 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. It commits itself to challenge the abuse of power of anyone in a position of trust.

The ..... Methodist District commits itself to ensuring the implementation of Connexional

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<sup>6</sup> In this policy the meaning of 'vulnerable adult' is very broad and all encompassing. It includes a wide range of adults, some of whom, in the Scotland and Shetland Districts of the Methodist Church, may be defined as an 'adult at risk' (within the meaning of the Adult Support and Protection (Scotland) Act 2007) or as a 'protected adult' in receipt of a 'welfare service' (as defined within the Protection of Vulnerable Groups (Scotland) Act 2007). In Scottish adult protection laws an adult is usually defined as a person who is 16 or over.

Safeguarding Policy, government legislation and guidance and safe practice in circuits and churches.

The ..... Methodist District commits itself to the 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. It affirms the role of the District Safeguarding Group.

#### 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 Methodist Safeguarding Handbook (2010).

#### a) Roles and responsibilities

##### *District Chair*

Support Superintendent Ministers in their implementation of safeguarding policies.

Ensure that Superintendent Ministers are aware of their responsibilities in this area and will enable training opportunities to be made available.

Use the expertise and advice of the District Safeguarding Group and, as appropriate, Connexional personnel.

Ensure that all circuits and churches create and implement their own policies

*Action* The District Chair will support the District Safeguarding Group(s) in this area as requested.

Each Superintendent will complete an audit/monitoring form after the first Circuit Meeting of each Connexional year confirming that policies are in place in the circuit and each church and that these have been annually reviewed. The Superintendent will send copies of policies to the District Safeguarding Group as requested by the District Safeguarding Group.

Ensure that where there are District Meetings and events, the district policy is implemented

Support the District Safeguarding Group in taking forward incidents and allegations promptly and in accordance with good practice.

*Action* The monitoring of this will be a subject of the District Safeguarding Group report to the District Policy Committee.

##### *District Safeguarding Group*

Ensure a response to requests for help, advice, information and training.

Ensure support in implementing District and Connexional policy.

The District Safeguarding Adults group will promote safeguarding adults awareness training across the District and will ensure that publicity is given to its contact numbers.

The District Safeguarding Group will ensure that the Chair, Superintendents and District Policy Committee are updated on any changes to safeguarding policy, practice and guidance. A report will be delivered to the first District Policy Committee meeting of each Connexional year by a member of the District Safeguarding Group, which will include a note on the monitoring of District events.

Initiate programmes of awareness and good practice.

Work collaboratively with other relevant groups (e.g. Connexional, Regional and ecumenical partners and professional colleagues) in safeguarding issues.

With the support of the District Chair ensure that any incidents and allegations are followed up or

referred as necessary.<sup>7</sup>

b) 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 ..... District Chair

Date for review .....

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<sup>7</sup> N.B. the responsibility lies with the Chair or the relevant person in Pastoral Charge.