

## **Safeguarding Children and Vulnerable Adults Policy 2019 - 2020**

### **Manchester and Stockport Methodist District**

#### **1) Statement of safeguarding principles**

Every person has a value and dignity which comes directly from the creation of humankind 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.

#### **2) Principles**

**2.1** *The Manchester and Stockport Methodist District is committed to:*

**2.1.1** the care and nurture of, and respectful pastoral ministry with, all children, young people and adults.

**2.1.2** the safeguarding and protection of all children, young people and adults when they are vulnerable.

**2.1.3** the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.

**2.1.4** ensuring the implementation of current Connexional Safeguarding Policy, government legislation and guidance and safe practice in Circuits and Churches.

**2.1.5** the provision of support, advice and training for lay and ordained persons so as to ensure clarity and confidence about roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.

**2.2** *The Manchester and Stockport Methodist District will strive to:*

**2.2.1** respond without delay to any allegation or cause for concern which suggests that a child, young person or adult may have been harmed, whether in the Church or in another context.

**2.2.2** challenge the abuse of power of anyone in a position of trust and to cooperate with the police and local authority in any investigation.

**2.2.3** work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

**2.2.4** offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our Church community, and their family, known or suspected to have offended against a child, young person or vulnerable adult.

**2.3** *The Manchester and Stockport Methodist District recognises:*

**2.3.1** that anyone, at any time, can be vulnerable to abuse or neglect through circumstance, disability or reduction in capacity and that this vulnerability may be temporary or permanent, visible or invisible.

**2.3.2** 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 (modern slavery).

**2.3.3** that abuse within the Church setting can have a significant and long-lasting impact on congregations, families, ministers and communities.

**2.3.4** that safeguarding is the responsibility of all, whether ordained or lay, employed or a volunteer.

### **3) Purpose**

*The purpose of this policy is:*

**3.1** to ensure that consistent safeguarding procedures are in place across the Manchester and Stockport District and that people are clear about their roles and responsibilities for children and vulnerable adults in our care and using our premises.

**3.2** affirm the role of the District Safeguarding Group (DSG).

This policy is to be read in conjunction with the *Safeguarding Policy, Procedures and Guidance for the Methodist Church (2019)*

[www.methodist.org.uk/media/11827/methodist-church-safeguarding-policy-procedures-and-guidance-april-2019-word.pdf](http://www.methodist.org.uk/media/11827/methodist-church-safeguarding-policy-procedures-and-guidance-april-2019-word.pdf)

and all other relevant Connexional guidance, policy or procedure.

## **4) Roles and responsibilities**

### **4.1) District Chair**

*The District Chair attends the DSG and should:*

**4.1.1** manage and support the work of the District Safeguarding Officer (DSO).

**4.1.2** through the DSO, ensure that Superintendent Ministers are aware of their safeguarding responsibilities and facilitate safeguarding and skills training opportunities to be made available.

**4.1.3** use the expertise and advice of the DSO, DSG and, as appropriate, Connexional Team personnel.

**4.1.4** through the DSO, ensure that all Circuits and Churches create and implement their own policies.

**4.1.5** support the DSO and the DSG in their work by ensuring an independent chair is appointed and that the group are capable of taking forward reports of incidents and allegations promptly and in accordance with good practice.

**4.1.6** ensure that, where there are District meetings and events, the District Policy is implemented.

**4.1.7** ensure each Superintendent completes an audit/monitoring form after the first Circuit Meeting of each connexional year confirming that policies are in place in each circuit and church and that these have been annually reviewed. Each Superintendent shall send a copy of their circuit's policy to the DSO for scrutiny by the DSG. The monitoring of this will be a subject of the DSG's report to the District Council.

### **4.2) Independent Chair of the DSG**

As part of the implementation of the recommendations from the President's Inquiry (Safeguarding) 2011, the Methodist Conference affirmed in 2012 that every district must have a group to focus on safeguarding work with children and vulnerable adults and should have an Independent Chair, as set out in the Safeguarding Framework (2010), who:

**4.2.1** should be strongly committed to supporting the DSO.

**4.2.2** should be well-respected.

**4.2.3** should be able robustly to challenge the District where necessary.

**4.2.4** should not be the DSO, the District Chair, or a close relative of those fulfilling those roles.

### **4.3) District Safeguarding Group (DSG)**

*The DSG will promote the safeguarding of children and vulnerable adults across the District. This responsibility includes ensuring that:*

**4.3.1** the DSG is independently chaired, its business managed in an effective manner and it has a representative membership of ordained and lay people across the District, including people with experience and/or professional background in safeguarding.

**4.3.2** the DSG provides support and guidance to the DSO, including confidential advice and discussion on complex cases.

**4.3.3** any incidents and allegations are followed up or referred on as necessary with the support of the District Chair (NB the responsibility lies with the Chair or the relevant person in pastoral charge).

**4.3.4** a response is provided to requests for help, advice, information and training.

**4.3.5** programmes of awareness, training and good practice are initiated.

**4.3.6** publicity is given to its contact numbers.

**4.3.7** District and Connexional policies are effectively implemented.

**4.3.8** the Chair, Superintendents and District Council are updated on any changes to safeguarding policy, practice and guidance.

**4.3.9** two meetings are organised annually to provide support and information on safeguarding issues to Superintendents, Circuit and Church Safeguarding Officers.

**4.3.10** a report is delivered to the first District Council meeting of each connexional year by a member of the DSG, which will include a note on the monitoring of district events.

**4.3.11** collaborative work is undertaken with other relevant groups (e.g. Connexional, regional and ecumenical partners and professional colleagues) on safeguarding issues.

### **4.4) District Safeguarding Officer (DSO)**

*The DSO has a key role within the Manchester and Stockport Methodist District and is required to:*

**4.4.1** oversee Church, Circuit and District compliance with the Methodist Church's safeguarding procedures, be the primary point of contact for Churches about all safeguarding issues, offering

advice and support as necessary, particularly where there has been a disclosure or there is concern about abuse.

**4.4.2** be fully involved and oversee all situations of concern, including the training and support of all Monitoring and Support Groups (MSG) and the establishment and review safeguarding contracts.

**4.4.3** liaise regularly with Designated Officers of the local authority and the police as necessary.

**4.4.4** undertake safeguarding risk assessments for the Connexional Safeguarding Advisory Panel.

**4.4.5** take a lead on working with individual cases in the District, including representing the Church in meetings with external organisations.

**4.4.6** have a clear understanding of the issues facing faith communities as they seek to make their places of worship a safe place for children and vulnerable adults.

**4.4.7** be committed to personal continuing development and to the provision of safeguarding training opportunities within the District.

## **5) Supporting Processes**

The Manchester and Stockport Methodist District also commit to the following processes:

### **5.1) Recruitment**

**5.1.1** The Manchester and Stockport Methodist District will carefully select, train and support all those with any responsibility within the church, in line with Safer Recruitment principles.

See also  
*Practice Guidance on Carrying Out Disclosure and Barring (DBS) Checks as part of Safer Recruitment January (2018)*

[www.methodist.org.uk/media/7253/safer-recruitment-guidance-january-2018.pdf](http://www.methodist.org.uk/media/7253/safer-recruitment-guidance-january-2018.pdf)

### **5.2) Training**

**5.2.1** The Manchester and Stockport District will implement the requirement of the Methodist Conference on attendance at relevant modules of the *Creating Safer Space* training. Since September 2017 the training interval for refreshers has been 4 years, as per Conference decision in 2016.

**5.2.2** This will be managed as per section 6.19 of *Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain – Training*.

**5.2.3** Appendix III - *Safeguarding Training Attendance List* of the above policy is attached as appendix 2, with specific differences for the Manchester and Stockport District highlighted.

### **5.3) Safeguarding Contracts**

**5.3.1** will be managed as per section 4.7 of *Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain - New safeguarding contract procedures*.

**5.3.2** where a safeguarding contract is considered to be inactive because the subject has no longer engaged with the Church for a period of over 12 months, then the arrangements may be brought to a close, as per the above policy.

**5.3.3** if someone subject of a Safeguarding Contract moves to another circuit or church, there is an obligation under Standing Order 692 that the minister in pastoral charge will pass on details of the contract and the receiving minister will make the appropriate arrangements for the contract to continue.

**5.3.4** Circuits will ensure that all Safeguarding Contracts are reviewed, as a minimum, annually.

### **5.4) Social Media**

**5.4.1** will be managed as per Methodist Social Media Guidelines:

[www.methodist.org.uk/socialmediaguidelines](http://www.methodist.org.uk/socialmediaguidelines)  
[www.methodist.org.uk/for-ministers-and-office-holders/guidance-for-churches/technology-and-church/social-media-guidelines/](http://www.methodist.org.uk/for-ministers-and-office-holders/guidance-for-churches/technology-and-church/social-media-guidelines/)  
[www.methodist.org.uk/media/3992/conf\\_social\\_media\\_guidelines\\_part2\\_0710.pdf](http://www.methodist.org.uk/media/3992/conf_social_media_guidelines_part2_0710.pdf)

### **5.5) General Data Protection Regulations (GDPR)**

**5.5.1** will be followed as per TMCP (Trustees for Methodist Church Purposes) detailed information explaining the obligations imposed on Managing Trustees in relation to the personal data of members, employees and others held by local churches, Circuits and the District under Data Protection legislation.

**5.5.2** all data will be managed as per section 5 of *Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain - Procedures for the management of safeguarding information*.

**5.5.5** as per GDPR, privacy notices will be supplied to those about whom information is received by the Church, including through direct disclosure or third-party reports about others (see 5.1.4).

Sample privacy notices may be found at:  
[www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/policies-procedure-and-information/forms/](http://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/policies-procedure-and-information/forms/)

**5.5.6** provision for the processing of data for safeguarding purposes without consent will meet the requirements under Schedule 1, Part 2 of the Data Protection Act 2018 (see 5.1.5).

See also:  
[www.methodist.org.uk/for-ministers-and-office-holders/guidance-for-churches/data-protection/](http://www.methodist.org.uk/for-ministers-and-office-holders/guidance-for-churches/data-protection/)

This policy is intended to promote and facilitate good practice and together with the *Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain (2019)* will enable appropriate and prompt action to be taken in order to ensure the well-being of children and vulnerable people.

Dated .....

Signed ..... District Chair

Rev Dr Andrew Lunn

Date for review .....

## ***Appendix 1***

### ***Key concepts and definitions***

#### **Child**

A child is anyone who has not yet reached their eighteenth birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, a member of the armed forces, in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

#### **Vulnerable adult**

A vulnerable adult is anyone aged 18 or over who, due to disability, mental function, age or illness or traumatic circumstances, may not be able to take care of or protect themselves.

#### **Safeguarding and protecting**

Safeguarding and protecting children or vulnerable adults from maltreatment aims to prevent impairment of their health and ensure 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, either by things that are done, or things that are not done; deliberately or in error. This includes (but is not restricted to) neglect, sexual exploitation, trafficking, Modern Slavery, financial abuse, institutional abuse.

#### **Situations**

Abuse and neglect may occur in a family, in a community or 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; by male or female. It may be due to inflicting harm or failing to prevent harm.

#### **Survivors**

Survivors are those victims of abuse, whether perpetrated in a church setting or not, who may be seeking care and support from the church or some form of individually defined restoration. Other survivors, whose abuse was perpetrated in a church setting, may not wish for any involvement from the church on their journey but expect the church to offer swift and easy access to services that offer support to make a disclosure and provide ongoing care.

## Appendix 2

### Safeguarding Training Attendance List

#### Advanced Module 2018 Edition (Formerly Leadership Module)

Last reviewed April 2019

#### Core List – Required Attendance

- Safeguarding Officer – Circuit
- Safeguarding Officer – District
- Safeguarding Officer - Church
- Members of the District Safeguarding Group
- Members of the District Policy Committee: *for the Manchester and Stockport District, this refers to the District Council*
- All presbyters or deacons with an active preaching or pastoral ministry (including supernumerary ministers)
- Those who are in paid employment or a voluntary role which includes leadership within the Methodist Church, which involves direct work with children, youth or vulnerable adults
- Members of the Connexional Complaint Panels, Discipline Committees, Pastoral and Appeals Committees.
- Those in recognised roles involving pioneering, fresh expressions or evangelism
- Those who deliver the Foundation Module
- Mentors for the Youth Participation Scheme
- Members of the Safeguarding Committee
- Requirement that specific groups not required to attend the whole module should attend training covering specific sections e.g. volunteers in direct work with children, young people or vulnerable adults.
- Local preachers

*Local Preachers should enrol and complete the Advanced Module at the earliest opportunity after receiving a Note to Preach and completing the Foundation Module. Note that both modules must be completed by the end of the second year of training and before their second interview on trial, whichever occurs first.*

- Worship leaders

*Worship Leaders should enrol and complete the Advanced Module at the earliest opportunity after commencing training and completing the Foundation Module. Note that both modules must be complete by*



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*the end of the second year of training and before their appointment by the Church Council, whichever occurs first.*

### **Warmly invited but not mandatory**

- Supernumerary ministers apart from those who have an active preaching or pastoral ministry.

## **Foundation and Refresher Modules 2016 Edition**

### **Core List – Required Attendance**

- Presbyters with an active preaching or pastoral ministry
- Deacons with an active preaching or pastoral ministry
- Pre-ordination students and probationers
- Lay employees and volunteer workers with pastoral responsibility
- Pastoral visitors
- Anyone working with 0-18-year olds in the name of the church
- Anyone working in activities targeted at adults who are vulnerable (e.g. luncheon club for the housebound)
- Church stewards
- Circuit stewards
- Local preachers

*Local Preachers should enrol and complete the Foundation Module at the earliest opportunity after receiving a Note to Preach. Note that both Foundation and Advanced modules must be completed by the end of the second year of training and before their second interview on trial, whichever occurs first.*

- Worship leaders

*Worship Leaders should enrol and complete the Foundation Module at the earliest opportunity after commencing training. Note that both Foundation and Advanced modules must be complete by the end of the second year of training and before their appointment by the Church Council, whichever occurs first.*

- Those training for local preaching or worship leading
- Church and circuit safeguarding representatives
- Choir/music group/drama leaders – where there are 0-18-year olds or vulnerable adults in the group.
- District staff especially policy committee members, complaints and discipline, mediators
- Core teaching staff at Methodist Church learning
- Connexional staff with direct safeguarding links e.g. children and youth workers



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- Monitoring and Support group members (for safeguarding contracts/Covenant of Care Agreements)
- Young Leaders (ages 16-18)
- Members of the Connexional Complaints Panels, Discipline Committees, Pastoral and Appeals Committees.
- Any student who will be undertaking a Mission Placement
- Members of the Safeguarding Committee

### **Warmly invited but not mandatory**

- Evangelism/mission enablers
- Leaders of other organisations, working with 0-18yr olds or vulnerable adults, who use church premises
- Remaining choir/music group/drama leaders
- Any other group leaders within the church, who may have adults within their particular group who are vulnerable.
- Property stewards and other keyholders
- Caretakers
- Church/circuit meeting secretaries
- Church/circuit/district administrators
- Remaining district and connexional staff
- Remaining teaching staff at Methodist Church learning institutions

*The 2016 Conference decided that the frequency of undertaking Creating Safer Space training should change from five to four years from September 2017 in order to make sure that training content can keep pace with changes in legislation and safeguarding practices.*

Link to the conference report:

<http://www.methodist.org.uk/downloads/conf-2016-30-Safeguarding.pdf>

## Appendix 3

### Further Guidance regarding Safeguarding Training

People who have received safeguarding training in other roles (e.g. as a teacher or police officer) still need to attend. The training is specific to the church context. In the same way, such a person would NOT be exempt from education/police training, because they have done the church training. Their attendance is also valuable because of the expertise they can share with other attendees.

#### **Property stewards/keyholders/caretakers:**

This covers a multitude of activities. Where these people have direct contact with vulnerable groups, it may be decided locally by the Church Council that they should attend. They are listed here in the second group to avoid unduly including people who have no apparent link at all with safeguarding.

#### **Church and circuit stewards:**

are included on the core list because of their important role in church life, and particularly their responsibilities in responding to adults who may be vulnerable, who might attend any church service on an ad hoc basis to access support. Where age or infirmity suggests that an exemption is needed, this should be the decision of the Church Council or Circuit Meeting.

All those who have not completed the Foundation Module will be suspended from office until such time as the course has been successfully undertaken. The one exception will be for those who are new to one of the roles or offices listed above.

A new office holder will be required to successfully complete the Foundation Module within six months of taking up such a post and if not, be suspended until the training has been completed.

The DSG will ensure that each Circuit offers the Foundation Module and Foundation Module Refresher programmes at least once every six months, although this can be done in collaboration with other Circuits.

Under the General Data Protection Regulation (GDPR) Safeguarding Trainers must hand out Privacy Notices to all attendees to explain why and how the Methodist Church will process their data. A signed consent form is not required as attendance at the session implies implicit consent

Privacy notices can be found at:

<https://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/training/safeguarding-training-participants-privacy-notice/>

## Appendix 4

### Manchester and Stockport District: Safeguarding Meetings and Governance Structure

