**Aims to promote and facilitate good practice and ensure appropriate and prompt action is taken to ensure the well-being of children and vulnerable adults within Manchester and Stockport Methodist District.**



**District Safeguarding Children and Vulnerable Adults Policy**

**Connexional Year 2020 - 21**

**Contents**

|  |  |
| --- | --- |
| **Contents** | **1** |
| **Safeguarding Children and Vulnerable Adults Policy 2020 - 2021** | **2** |
| **Appendix 1**  **Statement of safeguarding principles**  | **9** |
| **Appendix 2** **Key concepts and definitions in safeguarding**  | **12** |
| **Appendix 3** **Safeguarding Training Attendance Lists**  | **14** |
| **Appendix 4** **Further Guidance relating to Safeguarding Training** | **22** |
| **Appendix 5** **National and Local Safeguarding Governance Structure** | **23** |

**Safeguarding Children and Vulnerable Adults Policy 2020 - 2021**

1. **This policy is intended to:**
	1. promote and facilitate good practice and together with the *Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain* *(July 2020)* will enable appropriate and prompt action to be taken to ensure the wellbeing of children and vulnerable adults.
	2. ensure that consistent safeguarding procedures are in place across Manchester and Stockport Methodist District.
	3. ensure that everyone is clear about their own role and responsibilities for safeguarding and protecting the children, young people and vulnerable adults who participate in church activities and use our premises.
	4. affirm the role of the District Safeguarding Group (DSG).

***Further information supporting this policy is available within the appendices:***

**Appendix 1** – Statement of Safeguarding Principles

**Appendix 2** – Key Concepts and Definitions in Safeguarding

**Appendix 3** – Safeguarding Training Attendance Lists

**Appendix 4** – Further Guidance regarding Safeguarding Training

**Appendix 5** – National and Local Safeguarding Governance Structure

***This policy is to be read in conjunction with:***

Safeguarding Policy, Procedures and Guidance for the Methodist Church (last updated July 2020)

Manchester and Stockport Methodist District - District Safeguarding Group Terms of Reference (2020-21)

and all other relevant Connexional guidance, policy or procedure.

1. **Manchester and Stockport Methodist District is committed to fulfilling all the principles as set out in Appendix 1 of this policy and:**
	1. firmly believes that the needs of children or of adults when they are vulnerable are paramount.
	2. as the people of the Methodist Church we are concerned with the wholeness of everyone within God’s purpose for all.
	3. we seek to safeguard all members of the church community of all ages and affirm the gifts and graces of all God’s people.
	4. we acknowledge the effects that abuse may have on people and their development, including spiritual and religious development.
	5. we accept our responsibility for ensuring that all people are safe in our care and that their dignity and right to be heard is maintained.
	6. we accept our responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them.
	7. we take seriously the issues of promotion of welfare so that each of us can reach our full potential in God’s grace.

**3. Roles and responsibilities**

***3.1 District Chair***

TheDistrict Chair provides leadership and accountability within the district, including for safeguarding and within this:

 **3.1.1** line manages and supports the work of the District Safeguarding Officer (DSO).

 **3.1.2** is an ex officio member of the DSG.

 **3.1.3** supports the activity of the DSG, in line with the Terms of Reference for the group.

  **3.1.4** through and with the DSO:

 **3.1.4.1** ensures that Superintendent Ministers are aware of their safeguarding responsibilities and support delivery of safeguarding training.

 **3.1.4.2** ensures that all Circuits and Churches create, implement and monitor their own safeguarding policies.

 **3.1.4.3** ensures that each Circuit completes an annual safeguarding audit/monitoring form annually and that they, in turn, audit each of their churches.

 **3.1.4.4** supports and attends regular safeguarding meetings across the District in

line with the District calendar.

***3.2 District Safeguarding Officer (DSO)***

The DSO has a key role within the Manchester and Stockport Methodist District in ensuring a collaborative relationship between the District and the Connexional Safeguarding Team and is required to:

 **3.2.1** receive regular casework supervision by the Connexional Casework Supervisor.

 **3.2.2** receive regular line management with the District Chair.

 **3.2.3**support the District Chair as above *(3.1.4.1 - 3.1.4.4).*

 **3.2.4** is an ex officio member of the DSG.

 **3.2.5** oversee Church, Circuit and District compliance with the Methodist

Church’s safeguarding procedures.

 **3.2.6** be available to Churches for all safeguarding issues, offering advice and support as necessary. particularly where there has been a disclosure or there is concern about abuse.

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

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

 **3.2.9** undertake safeguarding risk assessments for the implementation of Safeguarding Contracts and relating to specific cases.

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

 **3.2.11** 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

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

***3.3 Independent Chair***

The DSG is guided by the Independent Chair, who:

 **3.3.1** offers independent scrutiny

 **3.3.2** acts as a critical friend

 **3.3.3** supports and encourages as appropriate

 **3.3.4** provides challenge where necessary

***3.4 District Safeguarding Group (DSG)***

 **3.4.1** the District Safeguarding Group (DSG) is the group established to support and oversee safeguarding across Manchester and Stockport Methodist District, and in line the Methodist Church’s safeguarding procedures.

 **3.4.2** it 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 those with experience and/or professional background in safeguarding.

 **3.4.3** it provides support to the DSO and District Chair in monitoring the effective implementation of District and Connexional safeguarding policies.

 **3.4.4** it ensures 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.

 **3.4.5** it provides support to churches and Circuits where ministers with pastoral responsibility are fulfilling the role of Church and/or Circuit Safeguarding Officer, as this is in breach of connexional policy.

***Further information can be found within Manchester and Stockport Methodist District - District Safeguarding Group Terms of Reference (2020-21)***

**4. Manchester and Stockport Methodist District will engage actively in other processes, including:**

 **4.1 Safer Recruitment -** we will carefully select, train and support all those with any responsibility within the church, in line with Safer Recruitment principles.

***See also:***

[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)

 **4.2 Safeguarding Training -** we will support the provision of safeguarding at both Foundation and Advanced Module level as required *(see Appendix 3*

*Safeguarding Training Attendance Lists, appendix 4* *Further Guidance relating to Safeguarding* *Training)*.

 **4.3 Safeguarding Process -** will be managed as per section 4 of *Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain* *- Procedures for responding well to safeguarding incidents*

 **4.4 Social Media -** will be managed as per Methodist Social Media Guidelines

***See also*:**

[www.methodist.org.uk/socialmediaguidelines](http://www.methodist.org.uk/socialmediaguidelines)

[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)

 **4.5 General Data Protection Regulations (GDPR) and privacy notices**

 **4.5.1** we will follow 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 bylocal churches, Circuits and the District under Data Protection legislation (see below).

 **4.5.2** 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.*

***See also:***

[www.tmcp.org.uk/about/data-protection](http://www.tmcp.org.uk/about/data-protection)

[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/)

*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/)

Date approved by District Council – 06/10/2020

|  |  |  |
| --- | --- | --- |
| Signed: | Text, letter  Description automatically generated | District Chair  |
|  | Rev Dr Andrew Lunn |  |

Date for next review: October 2021

**Appendix 1**

**Statement of safeguarding principles**

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

**Manchester and Stockport Methodist District is 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.
* ensuring the implementation of current Connexional Safeguarding Policy, government legislation and guidance and safe practice in Circuits and Churches.
* the provision of support, advice and training for lay and ordained people to ensure clarity and confidence about roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.

**Manchester and Stockport Methodist District 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 relevant vetting and barring schemes.
* 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.
* challenge the abuse of power of anyone in a position of trust and to cooperate with the police and local authority in any investigation.
* work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
* work with the District Safeguarding Officer to support assessment of risk posed by those within a church environment where there is a safeguarding threat.

* ensure appropriate pastoral care is offered and measures are taken to address identified risks including referral to statutory agencies, suspension and the use of safeguarding contracts.
* recognise and apply the restrictions to appointment laid down in Standing Order 010 of the Constitutional Practice and Discipline of the Methodist Church.
* offer pastoral care and support to any member of our Church community, and their family, known or suspected to have offended against a child, young person or vulnerable adult.

**Manchester and Stockport Methodist District recognises:**

* 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.
* 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).
* that abuse within the Church setting can have a significant and long-lasting impact on congregations, families, ministers and communities.
* that safeguarding is the responsibility of all, whether ordained or lay, employed or a volunteer.

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

**Appendix 2**

**Key concepts and definitions in safeguarding**

**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 or those 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.

**Those who have experienced abuse**

Those who have experienced abuse may describe themselves in a number of different ways, depending on where they are on their journey, and may view themselves as victims, survivors or thrivers.

What they all have in common, however, are that they have experienced abuse, whether perpetrated in a church setting or not, and some may be seeking care and support from the church or some form of individually defined restoration.

Others, whose abuse was perpetrated in a church setting, may not wish for any involvement from the church on their journey but require the church to offer swift and easy access to services that offer support to make a disclosure and provide ongoing care.

**Appendix 3**

**Safeguarding Training Attendance Lists**

**Foundation Module *2020 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 children 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. 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.*

* Church and circuit safeguarding representatives
* Choir/music group/drama leaders – where there are children or vulnerable adults in the group
* District staff (including District Council members), complaints and discipline, mediators
* Core teaching staff at Methodist Church Training Institutions
* Connexional staff with direct safeguarding links e.g. children and youth workers
* Monitoring and Support Group members (for safeguarding contracts/Covenant of Care Agreements)
* Young Leaders (ages 16-18)
* Members of the Safeguarding Committee

**\*** *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 and 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.*

**Warmly invited but not mandatory**

* Evangelism/mission enablers
* Leaders of other groups or organisations, that regularly hire or use Methodist premises for work with children and vulnerable adults but do not have access to safeguarding training elsewhere and do not have their own safeguarding policy
* Remaining choir/music group/drama leaders
* Any other group leaders within the church, who may have adults who are vulnerable, within their group
* 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 Training Institutions

**\***These roles cover 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.

**Recognition of Church of England Training**

* The Methodist Church recognises the Church of England Foundation Module (previously called C1) as equivalent and qualifying training to the Foundation Module. Therefore, those who have undertaken that Church of England course will have satisfied attendance requirements listed above in the Methodist Church.

**Renewing Training**

* The requirement to renew training every four years will only apply to the highest level of safeguarding training undertaken by any individual. If the highest level of training is Foundation Module, then a repeat of this module will be necessary after four years.
* Following the 2020 revision of the Module it was agreed that there would no longer be a separate refresher module. As the module is to be updated every four years, it will be very different to its predecessor due to the pace of change in legislation and safeguarding practices, thus only the one version needs to be available to be delivered.

**Advanced Module *2019 Edition***

***(Formerly Leadership Module)***

**Core List – Required Attendance**

* Safeguarding Officer – District
* Safeguarding Officer – Circuit
* Safeguarding Officer - Church
* Members of the District Safeguarding Group
* Members of the Policy Committee**: *for 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, involving direct work with children, young people or vulnerable adults
* Lay persons who are appointed to exercise pastoral leadership within a local church
* 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. 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. Both 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 in recognised roles involving pioneering, fresh expressions or evangelism
* Members of the Connexional Complaint Panels, Discipline Committees, Pastoral and Appeals Committees
* Those who deliver the Foundation Module
* Mentors for the Youth Participation Scheme
* Members of the Safeguarding Committee

**Warmly invited but not mandatory**

* Supernumerary ministers apart from those who have an active preaching or pastoral ministry\*
* 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

**\*** *The definition within Manchester and Stockport Methodist District is accepted as:*

***Active preaching ministry*** *- preaching at least once a quarter on the plan, or in other circumstances (such as with ecumenical partners or filling in for ‘local arrangement services’).*

***Active pastoral ministry*** *- giving support to individuals on behalf of the Methodist Church, normally when requested to take such role by a minister or pastoral committee. This might involve:*

* *Having a set group of people to stay in touch with, by phone or in person.*
* *Be present at a worship or social event at least once a quarter in a pastoral capacity, whether alone or with others*
* *Doing occasional visits on behalf of the church to people in their homes or residences*
* *Taking funerals or other offices at least once a quarter.*

**Recognition of Church of England Training**

* The Methodist Church recognises the Church of England Leadership Module (previously called C2) as equivalent and qualifying training to the Advanced Module. Therefore, those who have undertaken that Church of England course will have satisfied attendance requirements listed above in the Methodist Church.

**Renewing Training**

* The requirement to renew training every four years will only apply to the highest level of safeguarding training undertaken by an individual. Where the Foundation and Advanced Modules are required, following attendance at both courses, only a repeat of the Advanced Module will be necessary in future years.
* If someone steps down from a role for which Advanced Module is required then renewal would not be necessary. However, consideration would need to be given as to whether Foundation Module would be a requirement for any other roles undertaken.

***For more information on the changes to safeguarding training requirements agreed by Methodist Conference and Methodist Council please see:***

Report to conference 2016 <https://www.methodist.org.uk/downloads/conf-2016-30-Safeguarding.pdf>

2016 Conference resolutions <https://www.methodist.org.uk/media/1400/counc-mc17-13-the-2016-conference-resolutions-34-2-and-34-3-january-2017.pdf>

Report on the Implementation of the Past Cases Review Report Courage, Cost and Hope <https://www.methodist.org.uk/downloads/conf-2016-34-Past-Cases-Review-Implementation.pdf>

Paper: Safeguarding Policy, Procedures and Guidance – Amendments 2019 <https://www.methodist.org.uk/media/11052/counc_mc19-52_safeguarding-policy_apr_2019.pdf>

**Appendix 4**

**Further Guidance relating to Safeguarding Training**

* People who have received safeguarding training in other roles (e.g. as a teacher or police officer) still need to attend because the training is specific to the church context. Their attendance is also valuable because of the expertise they can share with other attendees.
* 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 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

***Safeguarding Training Privacy notices can be found at:***

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

**Appendix 5** 