



The Methodist Church

**HIGH STREET METHODIST CHURCH
40 HIGH STREET, WITNEY, OXFORDSHIRE, OX28 6HG**

SAFEGUARDING OUR COMMUNITY

Why do we need a Safeguarding Policy?

It is possible to be lulled into a false sense of security believing that those who work in the church will never be guilty of abuse because they are part of the Christian community.

Of course, the church must take all possible steps to avoid contact between known abusers and those at risk. It is not, however, wise to assume that all others are automatically safe given particular circumstances, temptations and the risk of malicious accusation.

For this reason, High Street Methodist Church strives to ensure that its safeguarding policy and all the procedures which are set in place and described in this document and the indicated appendices are brought to the attention of everyone and applied to everyone. This includes, for example, Ministers and those who may be in close proximity to children, young people and vulnerable adults but involved in another task. This is not the same as treating each person as though they were under suspicion. It is more a matter of taking sensible measures to protect children, young people and vulnerable adults, and recognising that it is the responsibility of us all.

A robust safeguarding policy if followed also serves to protect those who work with children, young people and vulnerable adults who may inadvertently place themselves in a vulnerable position. Physical, sexual and emotional abuse can wreck the lives of those who have suffered from it. Malicious accusations can also wreck the lives of those against whom they are directed.

Safeguarding Statement

We are concerned with the wholeness of each individual within God's purpose for their lives, the life of the community and the life of the world. We seek to safeguard all members of this church community, irrespective of whether they are Church members, adherents or visitors, and irrespective of their age. It is the responsibility of each of us to prevent the physical, emotional and sexual abuse of all people on our premises or involved in any of our activities.

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 who may be vulnerable (See Appendix B for definition of vulnerable adult)

- 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 relevant vetting and barring schemes.

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 as appropriate in any subsequent investigation.

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

We will challenge any abuse of power by anyone in a position of trust.

We will offer pastoral care and support, including supervision and referral to the appropriate 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 Policy for High Street Methodist Church, Witney

This policy was agreed at High Street Methodist Church Council held on 20 September 2017

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 High Street Methodist Church, Witney 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 High Street Methodist Church, Witney 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 High Street Methodist Church, Witney 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 High Street Methodist Church, Witney 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 High Street Methodist Church, Witney 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 High Street Methodist Church, Witney 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 High Street Methodist Church, Witney 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 High Street Methodist Church, Witney 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 those who may be vulnerable who are on our premises.

The High Street Methodist Church, Witney appoints a designated Safeguarding Officer (photograph and contact details can be found clearly displayed inside the front foyer of the church), as Church Safeguarding Adults Representative and as Church Safeguarding Children Coordinator in conjunction with the Church Safeguarding Reference Group and supports them in their role which is to:

- i) support and advise the ministers 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.

(Details of the current designated Safeguarding Officer and Church Safeguarding Reference Group are in a separate list attached to the policy.)

a) Purpose

The purposes of this safeguarding policy are to ensure procedures are in place and people are clear about roles and responsibilities for children, young people and vulnerable adults in our care and using our premises. It is to be read in conjunction with the Methodist Safeguarding Handbook (2010) and all relevant appendices.

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 the visitor will keep a personal written note of this, noting date, time and place of visit and if considered necessary will advise the designated Safeguarding Officer of the visit.
- iii) A risk assessment of the church premises shall be done annually. This shall pay particular attention to safety for children and vulnerable adults and to fire and emergency procedures. A written report shall be given to the Church Safeguarding Reference Group and to Church Council, together with any recommendations. The Church Safeguarding Reference Group and the Church Council shall consider the extent to which the premises and equipment are suitable or should be made more suitable.
- iv) Any official 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 and a risk assessment has been completed prior to travel and a copy given to the Safeguarding Administrator for the Church Safeguarding Reference Group and the designated safeguarding officer. It is the responsibility of the church group arranging the transport to ensure that these checks and risk assessments are in order.
- v) Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential. This question will form part of the

annual report compiled by the Safeguarding Reference Group for consideration by the Church Council. 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, where stipulated, after a satisfactory DBS disclosure and the taking of references and completing a self-declaration form. Each worker will be expected to undergo basic safeguarding training, within the first year of appointment. Any other training needs of each worker will be considered (e.g. food hygiene, first aid, lifting and handling, etc.) by their prospective groups and referred back to the Church Safeguarding Reference Group who will ensure that all required training is completed and up to date, holding a record of such training and reviewing it annually. From September 2017, all newly appointed volunteer workers will be given a written role description. There is also a current phased scheme aimed at providing role descriptions for all existing volunteer workers in accordance with national guidelines and overseen by the Safeguarding Reference Group.

d) Pastoral visitors

In terms of safeguarding, Pastoral Visitors will be supported in their role with the provision of basic safeguarding training upon appointment.

Pastoral Visitors should keep a record of when pastoral visits take place and ensure that any safeguarding concerns are passed to the designated safeguarding officer.

e) Guidelines for working with children, young people and vulnerable adults

These are available as two separate documents:

- i) Procedures and information specifically for children and young people (Appendix C).
- ii) Procedures and information specifically for vulnerable adults (Appendices B and D).

f) Ecumenical events

Where ecumenical events happen on church premises, safeguarding and evidence of satisfactory risk assessments are the responsibility of this Church Council.

g) Events with church groups off the premises

Any church group or church sponsored group that meets or holds an event off the premises (which may also include overnight) is responsible to ensure that;

- There is adequate staffing for such events and that all staff/helpers have all the relevant and current Safeguarding checks and training.
- The Church Safeguarding Reference Group has been made aware, and where the event is a major event/circuit event, the Circuit Safeguarding Officer and the District Office have been informed.
- A risk assessment has been completed and a copy given to the Safeguarding Administrator for the Church Safeguarding Reference Group for inclusion with the Church Safeguarding Reference Group meeting agenda and minutes.
- If uncertain, the leader of the group must seek advice from the Church Safeguarding Reference Group who will assess the event and give guidelines for best practice.

h) Other groups on church premises

Where the building is hired for outside use this will be overseen by the Church Centre Coordinator who will ensure that the person signing the letting agreement is made aware of the church's current Safeguarding policies and procedures and given necessary copies of written documents where required. It is the responsibility of the Church Centre Coordinator to ensure that each hirer either produces evidence of their own Safeguarding Policy and procedures or that they sign to confirm that they will adhere to those of the church. All groups hiring the church premises should be made aware that the building is open to the public and has multiple users on site.

i) Complaints procedure

It is hoped that complaints can generally be dealt with internally by the organisations and groups. However, a complaint, which is not related to Safeguarding (all issues relating to Safeguarding should be reported to the Safeguarding Officer), may be made to the Senior Church Steward, (photograph and contact details can be found clearly displayed inside the front foyer of the church). If a complaint is made to another person, it should be passed to the Senior Church Steward 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. (Details listed at the end of the policy.)

j) Review

This policy will be reviewed annually by the Church Council. The date of the next review isSeptember 2018.....

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 temporarily unable to take care of her or himself, or to protect her or himself from significant harm or exploitation (See Appendix B).
- 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.

Dated20th September 2017.....

Signed*Rev M Reed*..... Chair of Church Council

Safeguarding Children and Vulnerable Adults Policy for High Street Methodist Church, Witney

APPENDIX A

Safeguarding Reference Group of High Street Methodist Church

Members of the Group

- The Minister with Pastoral Oversight (Chair)
- Designated Safeguarding Officer
- The Deacon/Lay Worker (children and families)
- The Pastoral Secretary
- The Centre Coordinator
- The Minister's PA (for administration purposes)
- The Property Secretary
- A High Street Church Steward
- Sunday School leader
- A member of Newland Mission Support Team
- Those that may be required at any time to represent more fully the diverse mission of the Church including uniformed organisations

The Circuit Safeguarding Officer is not a group member but is available for information and guidance.

A separate list of the named officers is attached to this policy. It will be regularly updated as required.

Responsibilities

- To ensure that the church has a Safeguarding Policy and that it is reviewed annually (including Newland)
- To ensure that there is a Safeguarding Risk Assessment
- To ensure that the required DBS checks are completed and kept up to date
- To ensure that all required training is up to date
- To ensure that everything connected to safeguarding is recorded and monitored in accordance with current guidelines issued by The Methodist Church
- To ensure that all those who rent rooms either have their own Safeguarding Policies or sign to agree to adhere to the church's Policy
- To ensure that the Safeguarding Policy is clearly on display along with contact details of a designated Safeguarding Officer as well as contact details of the District Safeguarding Officer and other important Safeguarding Organisations
- Where Covenants of Care exist or are established, that the District Safeguarding Officer is made aware and robust monitoring put in place
- To follow through correctly and fully any 'Safeguarding Concerns' using a small sub-committee of this group to include the designated Safeguarding Officer, the Chair (if appropriate) and one other member of the group as appropriate.
- Strive to develop a system of pastoral supervision to ensure accountability
- To ensure representation of the group at District Safeguarding Days
- To compile an annual report for presentation to the September Church Council.

Safeguarding Children and Vulnerable Adults Policy for High Street Methodist Church, Witney

APPENDIX B

Definition of Vulnerable Adult:

A vulnerable adult is a person who is aged 18 years or older and:

- Has a physical or learning disability or a mental illness
- Is in residential accommodation.
- Is in sheltered housing
- Receives domiciliary care.
- Is receiving any form of health care.
- Is detained in lawful custody.
- Is in contact with probation services ie receiving help or supervision.
- Receives a welfare service of a prescribed description
- Receives any service or participates in any activity provided specifically for persons who have particular needs, due to age, any form of disability a physical or mental problem, which will be prescribed together with two other issues which are not relevant in this.
- Receives direct payments ie is responsible for managing their own care budget
- Requires assistance in the conduct of his or her own affairs
- Is experiencing impact of an event in life such as a bereavement, the action of others or change in living situation.

Safeguarding Children and Vulnerable Adults Policy for High Street Methodist Church, Witney

APPENDIX C

Procedures and information specifically for children and young people

a) Limiting the opportunity for abuse to occur, to a minimum.

We believe that the number of people who seek to harm children is very small; nevertheless, we see the need to make sure that all organisations and people using the church premises take appropriate steps to reduce the likelihood of abuse occurring to an absolute minimum. With that intention the following recommendations are made:

- On High Street Methodist premises, no adult shall be left alone with a single child or young person. Activities should be able to be observed by others, for example, through a glass panel in door or by leaving a door open.
- Off High Street Methodist premises no church worker should meet a child or young person without a parent or other adult being present.
- On church premises always have at least two adults present with any group of children or young people. In exceptional circumstances where this is not possible, the group must meet in full view of others and with the full knowledge of the safeguarding officer.
- Under no circumstances ever take a group of children or young people off the premises with fewer than two adults.
- Do not undertake tasks alone which might result in an accident which would require a second person to give help.
- When transporting children or young people by car or minibus arrange, as far as possible, to have more than one passenger per vehicle. Where this is not possible, the remaining passenger should sit in a rear seat, parent's permission having first been obtained.
- Avoid working with an unknown group or individual unless someone is within calling distance.
- Arrange that others can see into any room where an activity is being held, keeping doors and curtains open where practically possible.
- Invite parents to sit in on activities when possible

b) Providing an opportunity for children and young people, to contact an independent person if they have any concerns.

A poster advertising the services of 'Childline' together with the telephone number is displayed in a prominent position on the notice board by the Centre Coordinator's office along with the photo and contact details of the Safeguarding Officer, which can also be found on the notice board in the front foyer. We recommend that each organisation working with children and young people makes this known to its members.

c) Procedures regarding visitors and contractors on church premises regarding children and young people.

The vast majority of visitors to the premises come for genuine reasons but it is, however, not safe to assume that all are automatically safe to be with children or young people. The following procedures, therefore will apply to all visitors and contractors.

i) Adults collecting children from any organisation should be known to the leaders of that organisation and the release of the children and young people to such adults is the responsibility of those leaders.

ii) Unknown visitors seeking a named individual on the premises should be escorted to that person by any appropriate person who is familiar with the church eg coffee bar staff, church member. If the person is not on the premises the person being sought should be telephoned from the office or coffee bar, in the company of the visitor and a time of meeting arranged. The visitor should then be encouraged to come back at the allotted time or remain in the coffee bar. If it appears, from conversation, that there is a pastoral concern try to satisfy the stated need of the person and suggest that he/she may wish to contact the Minister. Inform the Minister as soon as possible.

iii) Strangers seeking money, food, shelter etc. should be treated with dignity and sensitivity. Often this area of pastoral need demands particular experience, so try and refer the visitor in need to a Minister or the Centre Manager. If they are not available, try and suggest a time when it would be convenient to contact them. Try to avoid giving money to strangers.

d) Roles and responsibilities of all workers:

Abuse of children and young people is most easily concealed where there is confusion amongst adults about their roles and responsibilities. Paid church employees will have job descriptions which indicate clearly their responsibilities for the protection of children and young people.

Leaders of children's and young people's groups, whether privately or church organised, should have a clear understanding of their own responsibilities and the responsibilities of others who work with them. This should be clearly laid out in the volunteer agreement by the group leader. All new workers with children and young people have a set procedure to follow. They are expected to complete all the relevant Safeguarding Forms before taking up their role.

e) Probationary periods for new workers:

It is a requirement of the Methodist Church that all workers with children and young people should be properly trained and serve a probationary period. Standing Order 600 states

(i) Persons offering, or being invited, to serve as workers with children and young people shall be accepted as candidates by the Church Council.

(ii) They shall enter upon a probationary period, which shall normally be twelve months, but which may be extended or reduced as required.

If a person is volunteering for a short-term task, such as helper in a holiday club, they should be supervised as if they were undertaking a probationary period.

Safeguarding Children and Vulnerable Adults Policy for High Street Methodist Church, Witney

APPENDIX D

Procedures and information specifically for vulnerable adults

a) People who might abuse

Potentially anyone could be an abuser of a vulnerable adult. Abuse will sometimes be deliberate but it may also be an unintended consequence of ignorance or lack of awareness or alternatively arise from frustration or lack of support. The following is a check list of some of the possible people who commit or may commit abuse but is not an exhaustive list:

- Health and social workers/nursing staff
- Relatives
- Workers in places of worship
- Neighbours
- Other vulnerable adults
- Confidence tricksters
- Relatives who are the main carer

b) Taking Action

If you suspect abuse

- Do not delay
- Consult with the person to whom you are responsible for your work with vulnerable adults
- Consult the Safeguarding Officer
- In cases of emergency or where there is need for urgent action, the Local Authority Adult Services should be informed (0845 050 7666 or out of hours' emergency 0800 833408 (freephone))

c) Confidentiality

Confidentiality is not to be confused with secrecy. It means that a person's personal business is not discussed with others except with their permission.

However, it is not always possible to give assurances of total confidentiality

If an abused person or an abuser begins to disclose their experiences they must be warned immediately that absolute confidentiality cannot be maintained-there are some secrets which must be shared

Information should only be shared on a need to know basis.

Safeguarding Children and Vulnerable Adults Policy for High Street Methodist Church, Witney

APPENDIX E

Safeguarding Children and Young People

Guidance for recognising abuse and the receiving of a disclosure

a) Recognising abuse

The four main areas of abuse - physical, sexual, emotional and neglect - may come to the notice of a person in a number of different ways:

i) Disclosure by the child or young person: If a child or young person wants to talk about abuse:

- Listen, do not question. Never push for information
- accept what the child or young person says, keeping calm and looking at them directly
- Reassure the child or young person that they are right to tell you and that you take them seriously
- Even when a child or young person has broken a rule they are not to blame
- Be aware that the child or young person may have been threatened
- Let them know that you need to tell someone else. **Do not promise them confidentiality.**
- Let the child or young person know what you are going to do next and that you will let them know what happens. Make notes as soon as reasonably practical, writing down exactly what was said, where possible using the child's own words. Record dates and times of events, when you were told about them and when you made the record. Sign your notes. Always keep a copy yourself.

Remember that you are not the investigating agency and that the child or young person may need to talk later to a specialist. Any probing may interfere with further investigations and make the child or young person repeat painful information.

Helpful things to say

Use phrases like those below to reassure the child or young person and to encourage them to trust you:

- I believe you
- I am glad you told me
- It is OK to tell
- You are brave to tell me
- It's not your fault
- I will try to help

Try to avoid

Phrases like those below should not be used in talking to a child or young person:

- What? Why? How? When? Where? Who?
- Are you sure?
- I can't believe it!
- This is really serious
- Don't tell anyone
- I am shocked

ii) Receiving information from a third party

If anyone wants to give you information about alleged abuse:

- listen rather than question
- accept what the person says and stay calm
- ask them to make a note of what they have observed
- reassure the person that they are right to tell you
- let them know that you need to tell someone else. Do not promise confidentiality
- let the person know what you are going to do next and that you will let them know what happens
- make notes as soon as possible, writing down exactly what was said, where possible using the person's own words. Record dates and times of the events, when you were told about them and when you made the record. Sign the notes and keep a copy yourself.

iii) Observation of unexplained injury or changes in behaviour:

Some children and young people may display one or more of the following signs. They may have an innocent explanation but they can also be the key to identifying potential abuse.

- Bruising, cuts or burns, particularly if these are on parts of the body not normally injured in accidents
- Changes in behaviour, such as a child becoming very quiet or withdrawn
- Aggressive behaviour, particularly with friends, severe tantrums, or lack of attachment to parents
- Loss of weight, which can be sudden or gradual and is not linked to illness
- Inadequate and inappropriate clothing
- Sexually explicit games which are inappropriate to the child's age
- The child only seems happy with you
- The child is kept away from social activities and has few friends
- Lack of attachment or lack of trust towards parents and other members of the family
- Having strange secrets
- Persistent self-comforting behaviour, such as rocking
- Over eating or loss of appetite
- Disturbed sleep, nightmares and bed-wetting
- Suicidal feelings
- Overly compliant behaviour

b) Taking Action if you suspect abuse:

- Do not delay
- Consult with the person to whom you are responsible for your work with children or young people
- Consult the safe guarding officer who should consult the minister.
- Contact the statutory services responsible for child protection in your area if immediate action needs to be taken and it cannot wait.

Such action, even if it later proves to be mistaken or unnecessary, is justifiable if based on concern for the child.

What happens next?

- The Minister will ensure adequate pastoral support for all concerned.
- Social Services will:

- Consider what you have told them, together with any other information already held or received.
- Assess the strength of the allegation.
- Investigate if they suspect a child or young person is suffering from harm. Often they will do this with the Police.

This will involve:

- Visiting the child or young person's home
- Contacting other agencies who might have information on the child or young person, or the family.
- Holding a child protection conference where all the professionals can share their observations and to which parents may be invited.
- Inform the police if they suspect an offence has been committed. This could lead to criminal proceedings.
- Taking action, where necessary, to protect the child or young person.

c) Offering Support:

In any church where a case of abuse has been disclosed or suspected there will be people needing different kinds of support. Some will require professional help. Some may need a sympathetic, listening ear.

The abused person:

- The abused person may feel a loss of safety, a loss of trust, a loss of power, a loss of self-esteem, guilt, shame, anger, blame, confusion about sexual behaviour, that no one will believe him/her again.
- It is important that the abused child or young person does not feel rejected by the church community. Often, following a disclosure, there will be insufficient evidence to take any criminal proceedings. Full support for the child or young person can then begin straight away.

The abuser:

- The abuser may be part of the same church community as the child or young person who has been abused. Reactions of others in the community can vary greatly. There may be great hostility. There may be an attempt to be understanding. There may be those who feel that the abuser has been unfairly accused.
- Whatever the reaction, the abuser needs pastoral support as well. This should not be offered by the person who is caring for the abused child or young person.
- Great care must be taken to ensure that nothing is done which might interfere with the judicial process. The person accused of abuse needs to know where it is possible to turn for legal advice

Alternatively, discussion of the issues surrounding the safety of children and young people can revive their memories and cause them to speak out. Even though their disclosure may have no direct implications for the church community they will need sensitive understanding and pastoral support.

Pastoral support is not just the prerogative of the Minister and the Pastoral Visitors. It can be offered by anyone with a 'listening ear', through the friendship and openness of children and young people as well as adults. When information is shared with someone in the church community it needs to be handled with great sensitivity and discretion. If our concern for those who have suffered abuse is real we will be anxious not to betray the trust which they place in us.

d) Confidentiality:

The 1993 Report to the Methodist Conference 'Confidentiality and Pastoral Care', recognised that the area of child abuse is one in which it is inevitable that the normal rules applying to confidentiality should be waived in the best interests of the abused child or young person.

However, a balance must be obtained between those who have a need to know the facts of situations as they are perceived and those who wish to know to satisfy their curiosity. It is vital to maintain an environment of trust and respect, avoiding a situation where half-truths and rumour abound.

If an abused person or an abuser begins to disclose their experience, they must be warned immediately that absolute confidentiality cannot be maintained - there are some secrets which must be shared.

e) Record keeping:

There should be a written record of any and all concerns, which should be factual and avoid rumour or opinion. This confidential information will be kept in a locked 'Safeguarding Records safe' by the designated Safeguarding Officer, and will be kept as long as it is deemed necessary, in line with Data Protection principles.

These guidance procedures are offered to safeguard all the children and young people with whom we have contact. If followed they will also protect those who work with them and who may inadvertently place themselves in a vulnerable position. Physical, sexual and emotional abuse can wreck the lives of those who have suffered from it. Malicious accusations can also wreck the lives of those against whom they are directed.

Safeguarding Children and Vulnerable Adults Policy for High Street Methodist Church, Witney

APPENDIX F

Safeguarding Vulnerable Adults

Guidance for recognising abuse and the receiving of a disclosure

a) Support for those who report abuse:

All those making a complaint or allegation or expressing concern, whether they are staff, volunteers, carers or members of the church should be reassured that

- they will be taken seriously
- their comments will usually be treated confidentially, but their concerns may be shared if they or others are at significant risk
- if felt necessary they will be given immediate protection from the risk of reprisals or intimidation

The Vulnerable Adult has the right:

- to be made aware of the policy
- to have alleged incidents recognized and taken seriously
- to receive fair and respectful treatment throughout
- to be involved in any process as appropriate
- to receive information about the outcome

b) Vulnerable Adults can be abused in a number of ways:

Physical harm is ill treatment which may or may not cause physical injury. It includes hitting, slapping, pushing, kicking, forcing, inappropriate restraint, withholding or misuse of medication, squeezing, biting, suffocating, drowning or killing. Whilst the use of medication or restraint may be appropriate in some circumstances, if the use is beyond being reasonable or outside of any prescription, or is excessive and disproportionate to what is required in the circumstances then this is abuse.

Psychological/emotional abuse is the use of threats or fear to negate the vulnerable adult's independent wishes. It includes lack of privacy or choice, denial of dignity, deprivation of social contact or the creation of deliberate isolation, making someone feel worthless, withholding of love or affection, threatening, humiliation, blaming, controlling, pressuring, coercion, ignoring the person.

Financial or legal abuse is the wilful extortion or manipulation of a vulnerable adult's legal or civil rights, including the misappropriation of monies or goods. This includes not only the more obvious cases of theft, embezzlement and fraud, but also the abuse of influence, power or friendship to persuade a person to make gifts or change their will

Neglect is any behaviour by one person that seriously impairs another. This may include failure to intervene in situations where there is danger to a vulnerable adult or others, particularly where the person lacks the mental capacity to assess risk.

Neglect may also include not giving personal care, deliberate withholding of aids (this includes hearing aids), withholding food, drink, light and clothing, restricting access to medical services, denial of social, religious or cultural contacts, denial of contact with the family, leaving alone unsupervised.

Sexual abuse includes both contact and non-contact behaviour that is abusive. To be deemed to be abusive, the behaviour has to be done without the consent of the other party. This includes the making of sexual remarks and suggestions, introduction to indecent material, indecent exposure, teasing, indecent assault, touch, and sexual intercourse, being forced to touch another person in a sexual manner.

Spiritual abuse linked with emotional/institutional abuse spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's acceptance and approval. Other forms of spiritual abuse include the denial to vulnerable people of the right to faith or the opportunity to grow in the knowledge and love of God.

Discriminatory abuse is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse. It may include unequal treatment, inappropriate use of language, racist remarks, bullying or other forms of harassment, slurs or similar treatment, humiliating behaviour, comments about disability, verbal abuse and deliberate exclusion.

Institutional abuse is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice. The inappropriate care of a vulnerable adult in an institutional situation (hospital, residential home, nursing home or in the community) Factors include authoritarian or rigid management, lack of leadership or supervision, poor care standards, rigid routines, inadequate staffing, lack of privacy, poor practice in the provision of intimate care and staff not taking account of individuals' needs culture, religion or ethnicity

Domestic abuse/violence is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody, regardless of their gender or sexuality. The violence can be psychological, physical, sexual or emotional. It includes honour based violence, female genital mutation, and forced marriage. Whatever form it takes, domestic violence is rarely a one-off incident. Usually it's a pattern of abusive and controlling behaviour through which an abuser seeks power over their family members or partner. Domestic violence occurs across all of society, regardless of age, gender, race, sexuality, wealth or geography. Women are more likely than men to be victims, but men can be victims too. Children are also affected-they can be traumatised by what they have seen, and there is a strong connection between domestic violence and child abuse.

Forced Marriage

Marriage should be entered into only with the free and full consent of the intending spouses. Forced marriage is a form of child/domestic violence against women and therefore should be part of child and adult protection procedures. These guidelines apply to men facing forced marriage. Men should be given the same assistance and respect when they seek help.

c) Record keeping:

There should be a written record of any and all concerns, which should be factual and avoid rumour or opinion. This confidential information will be kept in a locked 'Safeguarding Records

20 September 2017 Safeguarding Reference Group

safe' by the designated Safeguarding Officer, and will be kept as long as it is deemed necessary, in line with Data Protection principles.

Safeguarding Children and Vulnerable Adults Policy for High Street Methodist Church, Witney

APPENDIX G

Using photographs of children for publication

The use of photographs on websites and in other publications poses direct and indirect risks to children and young people.

a) What are the risks?

Even if the child's personal identity (full name, address) is kept confidential, any other details accompanying the photograph, such as an organisation or club they belong to, or a band they like etc, can make them identifiable and therefore vulnerable to individuals looking to 'groom' children for abuse.

There is also a risk that the photograph itself is used inappropriately by others. Photographs can easily be copied and adapted, perhaps to create images of child abuse, which can then find their way on to other websites.

b) Minimising the risks?

- Never supply the full name(s) of the child or children along with the image(s).
- Only use images of children in suitable dress. There are many activities such as swimming, gymnastics and athletics that present a higher risk for potential misuse. Photos of these activities should:
 - Focus on the activity rather than a particular child
 - Avoid showing the full face and body of a child.
 - Show children either in the water or from the waist or shoulders up.
- Consider using models or illustrations if you are promoting an activity, rather than the children who are actually involved in it.

c) Guidelines for those taking photographs

- Professional photographers must be briefed on what is considered appropriate in terms of content and behaviour.
- Photographers must carry or be issued with identification, which must be worn at all times.
- Photographers must not be allowed unsupervised access to children or one-to-one photo sessions.
- Photographers must not visit a young person's home to take photographs.
- If parents or other spectators are intending to photograph or video at a church organised or sponsored event, they should be made aware of this policy.

d) Seeking permission

- Parental/legal guardian permission is required in order to use an image of a young person. This can be recorded on a parental consent form.
- Parents/legal guardians should be made aware of this policy.
- You should also ask for the child's permission to use their image. A children's permission form is one way of recording their consent and can be included on the parental consent form exemplified below.
- When using a photographer, parents and children must be informed

e) Responding to concerns

Any concerns regarding inappropriate or intrusive photography, must be reported to the Church Safeguarding Officer, or if deemed necessary, directly to the Police.

(Information obtained via NSPCC Information Service)

f) Example of a photography and filming consent form

Name of organisation: HIGH STREET METHODIST CHURCH

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and the child.

All church groups and church sponsored groups will follow the guidance for the use of photographs and videos, a copy of which is attached to this form.

High Street Methodist Church will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the church Safeguarding Officer (insert name of current safeguarding officer) immediately.

Consent information:

To be completed by parent/carer:

I consent to High Street Methodist Church photographing or videoing my child *(please insert name of child)*

I can confirm that I have read, or been made aware of, the organisation's photography and videoing policy.

I can confirm that I have read, or been made aware of how the organisation will use these images or videos in future and how these images or videos will be stored within the organisation.

To be completed by child:

I.....consent to High Street Methodist Church photographing or videoing my involvement in church or church sponsored activities.

I confirm that I have read, or been made aware of, the organisation's photography and videoing policy.

Signature of child/young person

Print name child/young person:

Date:

Signature of parent /carer:

Print name parent/carer:

Date:

Safeguarding Children and Vulnerable Adults Policy for High Street Methodist Church, Witney

Safeguarding Reference Group of High Street Methodist Church

List of named officers

To be kept with the policy and updated as required.

The Minister with Pastoral Oversight (Chair)	Rev Melanie Reed
Designated Safeguarding Officer	Ruth Lapworth
The Deacon/Lay Worker (children and families)	Deacon Ellie Griffin
The Pastoral Secretary	Anne Crawford
The Centre Coordinator	Mary Willis
The Minister's PA (for administration purposes)	Ann-Marie Purkiss
The Property Secretary	Keith Crawford
A High Street Church Steward	Brenda Edwards (Senior)
Sunday school leader	Helen James
A member of Newland Mission Support Team	Shirley Richardson

Other relevant officers in the circuit

Andrew Pote is the Circuit Safeguarding Officer.

Local Complaints Officer Rev Rose Westwood, the Circuit Superintendent.

Information correct at 20 September 2017