



# Safeguarding Children and Vulnerable Adults Policy



## Ryhall Methodist Church

This policy was agreed at a Church Council held on ##/##/2020  
Signed: (Chair of Church Council)

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## 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.

We are committed to:

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

We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with<sup>1</sup> the relevant vetting and barring schemes.

We will respond without delay to every safeguarding concern made which suggests that a child, young person or adult may have been harmed, working in partnership with the police and local authority in any investigation.

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

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

Working with the District Safeguarding Officer, we will support risk assessment of those who present a safeguarding risk within a church environment. We will 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. We will recognise and apply the restrictions to appointment laid down in Standing Order 010 of the Constitutional Practice and Discipline of the Methodist Church.

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

The Methodist Church, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation in God's own image and likeness.

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<sup>1</sup> Or membership of (PVG scheme Scotland).

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.

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

Ryhall Methodist Church recognises that it has a particular care for all who are vulnerable whether by disabilities and/or by reduction in capacities or by their situation. 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.

Ryhall Methodist Church fully agrees with the 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.*

Ryhall Methodist Church recognises the serious issue of the abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual, discriminatory, domestic or institutional abuse or neglect, abuse using social media or human trafficking (slavery). 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 Ryhall Methodist Church commits itself to:

1. **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.
2. **IMPLEMENT** the Methodist Church Safeguarding Policy, Procedures and Guidance; government legislation and guidance and safe practice in the circuit and in the churches.

3. **PROVIDE** 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.
4. **AFFIRM** and give thanks for those who work with children and vulnerable adults and also acknowledge the shared responsibility of all of us for safeguarding vulnerable adults who are on our premises.

### **Policy 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 *Safeguarding Policy, Procedures and Guidance for the Methodist Church (2017)*.

### **Good practice**

We believe that good practice means:

- i) All people are treated with respect and dignity.
- ii) Those who act on behalf of the Church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept noting date, time and place of visit.
- iii) The church premises will be assessed by the church safeguarding officer with the property steward and/or their representatives at least annually for safety for children and vulnerable adults and the risk assessment report will be given annually to the Church Council in written form. This will include fire safety procedures. The Church Council will consider the extent to which the premises and equipment are suitable or should be made more suitable.
- iv) Any church-organised transport of children or vulnerable adults will be checked to ensure the vehicle is suitable and insured and that the driver and escort are appropriate. An agreed record to be kept in the church file for each driver/car.
- v) Activity risk assessments will be undertaken before any activity takes place to minimise the risk of harm to those involved. Approval will be obtained from the event leader/minister. A written record of the assessment will be retained securely.
- vi) Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential. The Church Council will actively consider the extent to which it is succeeding in this area.

These things are to safeguard those working with children, young people and those adults who

may be vulnerable.

## **Church Safeguarding Officer**

It is the responsibility of each Church Council to appoint a Church Safeguarding Officer and there should be no gaps in this crucial provision. It is not appropriate for the minister to fill any gap, because of the potential conflict of roles. The role will usually be undertaken on a voluntary basis although expenses should be met.

Ultimate responsibility for safeguarding within the church lies with the Church Council.

Ryhall Methodist Church appoints *Charlotte Davis* as church Safeguarding Officer (Children and Adults) and supports them in their role, which is to:

- Provide support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding.
- Ensure that a suitable, signed church safeguarding policy is displayed at all times in the church on a safeguarding noticeboard, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually.
- Record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and practice and promote the requirement for others to do the same.
- Identify and inform those who are required to attend safeguarding training and maintain records of attendance. Work with the circuit safeguarding officer and DSO to arrange training.
- Attend training and meetings relating to the role.
- Work in partnership with the lettings officer, stewards and user groups to promote good safeguarding practice on church premises. This will include gaining written confirmation that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own.
- *Check* that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.
- Inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures
- Advise the circuit safeguarding officer and/or DSO of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from them about audit of safeguarding activities.

## **Appointment and training of workers**

Workers will be appointed after a satisfactory DBS disclosure and following safer recruitment procedures of the Methodist Church. Each worker will have an identified supervisor who will meet at regular intervals with the worker. A record of these meetings will be agreed and signed and the record kept. Each worker will be expected to undergo basic safeguarding training, within the first 6 months (agreed by Methodist Conference in 2011 -*Creating Safer Space Report*) of appointment; they will also be expected to attend the Advanced Training Module if they work directly with children, young people and vulnerable adults. The other training needs of each worker will be considered (e.g. food hygiene, first aid, lifting and handling, etc.).

## **Pastoral visitors**

In terms of safeguarding, pastoral visitors will be supported in their role with the provision of basic safeguarding training upon appointment. They will be expected to attend Basic Level church safeguarding training at a minimum of every three years, however where that is not possible, they will be expected to read and sign the “Safeguarding Information Leaflet and Agreement” annually. If they are undertaking tasks for which a DBS would be required (i.e. alone with children or vulnerable adults), this will be undertaken prior to appointment.

## **Working with children, young people and adults (e.g. church groups and regular events)**

Any volunteers supporting our church groups or regular events which involves works with or alongside children, young people and/or vulnerable adults will be expected to attend Basic Level church safeguarding training at a minimum of every three years; however, where that is not possible, they will be expected to read and sign the “Safeguarding Information Leaflet and Agreement” annually (see appendix i). Attendance at alternative safeguarding training (for example, The Girls’ Brigade facilitate their own safeguarding training for leaders) will mean volunteers do not have to attend church safeguarding training if they submit a copy of their certificate to the Church Safeguarding Officer. This will be made clear with a letter sent annually (see appendix ii for example letter) or via their risk assessment. Members of the church council (e.g. stewards), paid staff and local preachers will also be expected to attend the Advanced Module Training at least every three years, facilitated by the district.

## **Ecumenical events**

Where ecumenical events happen on church premises, safeguarding is the responsibility of this Church Council.

## **Events with church groups off the premises**

A completed risk assessment (safety plan) must be completed and submitted to the circuit safeguarding officer no later than four weeks before any event off the church premises.

A copy of the circuit risk assessment (named as a ‘Safety Plan’) can be found in appendix iii.

## **Other groups on church premises**

Where the building is hired for outside regular use, the person signing the letting agreement ([www.tmcpc.org.uk/property/letting-property-and-third-party-use](http://www.tmcpc.org.uk/property/letting-property-and-third-party-use)) will be given a copy of the church safeguarding policy (with a signed agreement that it has been read and understood) on an annual basis to be able to continue use of the premises. The person arranging lettings will consider the various users of the building in making lettings. All lettings will be notified to the church safeguarding officer who will keep the records and take advice as appropriate from both the District Safeguarding Officer and Circuit Safeguarding Officer.

An example letter can be found in appendix iv.

## **Safeguarding procedures**

An information poster on how to report to the Church Safeguarding Officer will be updated annually and displayed throughout the church. It will also be shared directly with church groups and regular lettings groups.

See appendix v for the latest version.

A flow diagram of how safeguarding concerns are handled in church will be displayed in the church vestries and shared with key church group leaders as necessary.

See appendix vi for the latest version.

## **Regular meetings**

To ensure that safeguarding matters are considered and remain a priority throughout the year, there will be a standing item named 'Safeguarding' on the agenda of all meetings for any group who regularly work with or alongside children, young people and vulnerable adults, including but not limited to:

- Property Committee
- Stewards
- Pastoral Visitors
- Church Council

There will also be a safeguarding meeting at least annually which must be attended by the Church Safeguarding Officer and Church Minister, and an invitation extended to and any other interested parties e.g. Circuit District Officer, leaders of church groups, etc. This is to review the church's safeguarding practices and policy, and to discuss any concerns raised that do not need urgent attention.

## **Disclosure and barring service checks**

Our church follows the rules and guidance set out in the *Practice Guidance on Carrying Out Disclosure and Barring (DBS) Checks as part of Safer Recruitment (2018)* which can be found

For example, the following are expected to undergo a DBS check:

- The safeguarding officer
- All paid staff
- All local preachers
- All those leading/managing groups or events whether one off or regular (e.g. FAP, Jumble Sales)
- All those who would be or could likely be one-to-one with a child (under 18) and/or vulnerable adult in their role – including the general public where unknown vulnerable children or people may be present

Any children or vulnerable adults volunteering in a role must be mentored/supported by someone with DBS clearance.

### **Complaints procedure**

There is a formal complaints procedure within the Methodist Church which allows issues to be raised about actions or behaviour by a member or officer of the Church. In addition, employed staff will be subject to relevant contractual procedures. All complaints will be responded to with care, diligence and impartiality. The provisions of Part 11 of the Constitutional Practice and Discipline of the Methodist Church will be followed.

A complaint should be addressed to the superintendent minister, the Revd. Andy Fyall. If a complaint is made to another person, it should be referred to them. Meetings will be arranged with the person making the complaint and, usually, the person against whom the complaint has been made, in an attempt to resolve it. If the complaint is against the superintendent, it should be sent to the District Chair, the Revd. Canon Helen D. Cameron at [helen.cameron.d23@gmail.com](mailto:helen.cameron.d23@gmail.com) or Bouverie Court, 6 The Lakes, Bedford Road, Northampton NN4 7YD.

Safeguarding officers must be informed of any complaint or issue relating to the potential abuse of children or adults who may be vulnerable. They will support prompt action to respond to the circumstances of any safeguarding concern, whether or not any party involved wishes to make a formal complaint through the Methodist Church. *This section is taken from the model policy.*

### **Policy review**

This policy will be reviewed annually by the Church Council, with a prior meeting to review and suggest amendments (which must be attended by the Church Safeguarding Officer and Church's Minister, and an invitation extended to and any other interested parties e.g. Circuit District Officer, leaders of church groups, etc.) The date of the next review is ... 2021.



## **Key concepts and definitions**

- i) 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.
- ii) Vulnerable Adults: Any adult aged 18 or over who, due to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves.
- iii) Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
- iv) 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.
- v) 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.

## **Appendices:**

Appendix i: Safeguarding Information Leaflet and Agreement (page 11)

Appendix ii: Example annual letter to Church Groups and Regular Events (page 13)

Appendix iii: Safety Plan - aka Risk Assessment (page 16)

Appendix iv: Example annual letter to Lettings Groups (page 21)

Appendix v: Safeguarding Concerns poster (page 23)

Appendix vi: Safeguarding procedure flow diagram (page 24)

## Safer Premises

It is the role of the church's Property Committee with the support of the Safeguarding Officer to ensure our church premises are as safe as possible. However, users of the church premises must take precautions to ensure that all users are safe when using it. When a group or event is taking place, consider:

- ◆ Has the leader undertaken a Risk Assessment that you need to be aware of?
- ◆ Is the building and/or room secure as possible?
- ◆ Do you know who is in the building/room at all times?
- ◆ Do you know the procedures in case of a fire or emergency?
- ◆ Is there anything unsafe about the building or equipment that you can solve now, or that needs reporting as soon as possible?
- ◆ Does your leader have the contact details for all those children, young people or vulnerable adults that are in your care, and knows their medical needs? Does your leader know about your medical needs (if applicable)?

- ◆ If you are visiting another place or someone's home, do you know how to keep yourself and others safe in that place?

*We recommend you do not visit the homes of vulnerable adults alone.*

Should you have any concerns about the safety of the premises of our church, or the home of someone you are visiting, please contact the Property Committee, Pastoral Secretary, Church Minister or Safeguarding Officer as soon as possible.

## Disclosures/Signs of Abuse

When working with children, young people or vulnerable adults, they may feel safe enough to disclose to you that they have been a victim of abuse.

Abuse can be in many forms, including:

- ◆ physical
- ◆ emotional
- ◆ neglect
- ◆ sexual
- ◆ spiritual or ritual
- ◆ financial or material
- ◆ domestic
- ◆ institutional
- ◆ discriminatory

Should someone disclose to you, or you have spotted signs of abuse or neglect, you need to:

- ◆ Stay calm;
- ◆ Listen and be supportive;
- ◆ Avoid leading questions;
- ◆ Make use of open-ended questions e.g. how, who, when, where?
- ◆ Tell them what you will do next;
- ◆ Record what was said straight away;
- ◆ Inform the Safeguarding Officer or Church Minister **immediately** for advice and reporting purposes;
- ◆ Seek support for yourself.

## Reporting Safeguarding Concerns

Church Safeguarding Officer:

✉ Charlotte Davis ☎ 0797 606 4410

✉ [SMCSafeguarding@gmail.com](mailto:SMCSafeguarding@gmail.com)

Church Minister:

✉ Rvd. Andy Fyall ☎ 01780 762282

✉ [andy.fyall@methodist.org.uk](mailto:andy.fyall@methodist.org.uk)

01572758407 - Rutland Children's Social Care  
01572 758 341 - Rutland Adults' Social Care  
When there is immediate risk of harm, call 999.

# Safeguarding Information Leaflet



Ryhall

Methodist Church

Version: May 2019

## Safeguarding Agreement

We require all volunteers who may have contact with children, young people or vulnerable adults to either:

- ◆ read and sign the following agreement annually, or
- ◆ attend regular safeguarding training.

Name:
Group(s), Role(s) and/or Event(s):  <i>e.g. Pastoral Visitor / Holiday Club / The Well</i>
Address:
Telephone:

*Please tick all that apply:*

<input type="checkbox"/>	I have read and understood the 'Safeguarding Information Leaflet'.
<input type="checkbox"/>	I understand that safeguarding is everyone's responsibility.
<input type="checkbox"/>	I know how to report any safeguarding concerns.
<input type="checkbox"/>	I give permission for the church's safeguarding officer to retain this form and its data securely in accordance with safeguarding policy and GDPR policy.

Signed:
Date:

Please complete this and return to your group/event leader, or directly to our Safeguarding Officer (Charlotte Davis, Ryhall Methodist Church, Mill Street, Ryhall, Stamford PE9 4HF)

## Safeguarding Information

Safeguarding is about the action the Church takes to promote a safer culture. Here at Stamford Methodist Church, we believe that safeguarding is *everyone's* responsibility, to:

- ◆ protect children, young people & vulnerable adults;
- ◆ prevent risks and dangers through good practice;
- ◆ promote well-being and demonstrate God's love.

We are truly thankful for the time and effort given by our many volunteers. Without you, much of our church members' and community members' support, or many of our groups and events, could not take place. However, we also want to ensure that both you and those who you work alongside are as safe as possible, which is why we ask all volunteers to read and sign this *Safeguarding Information Leaflet*, or to attend regular safeguarding training.

### Who are we protecting?

Our most at-risk groups within church includes:

- ◆ children;
- ◆ young people;
- ◆ vulnerable adults.

We also want to protect our volunteers and members, keeping them safe from harm or false allegation. It is also the responsibility of the church's safeguarding officer, the church's minister and the district safeguarding officer, for those in church who:

- ◆ Are survivors of abuse;
- ◆ May be of risk to others.

You can find more information by reading a *Safeguarding Policy*, which can be found online here: <https://www.stamfordmethodistchurch.org.uk/volunteer-roles>

## Safer Practice: Protecting Yourself & Others

When you support children, young people or vulnerable adults, consider how to keep both *you* and *them* safe. Times of risk include:

- ◆ Being alone with a child, young person or adult;
- ◆ Administering first aid;
- ◆ Giving or receiving affection e.g. hugs;
- ◆ Providing intimate personal care e.g. toileting;
- ◆ When you are unclear about procedures;
- ◆ When there is a poor safeguarding culture.

Recommendations:

Consider avoiding being alone with a child, young person or vulnerable adult to avoid putting you or them at risk. Ask advice from a leader or safeguarding officer if you are unsure or would like support/advice. Report anything that means someone may be at risk – it is your responsibility to tell the safeguarding officer should there be any concerns around safer practice or risks to others.

### Concerns About Adults

When we have concerns about another adult's behaviour or allegations arise, it is inevitably a distressing and difficult time for all concerned. It is important that you raise any concerns at the earliest opportunity so that incidences can be dealt with quickly and fairly.

- ◆ Self-report if you think you got it wrong or if your behaviour may have been misinterpreted;
- ◆ Pinpoint what practice is concerning you & why;
- ◆ Voice your concerns, suspicions or uneasiness as soon as possible;
- ◆ Don't think "What if I'm wrong?" think "What if I'm right?"
- ◆ Seek support, guidance/advice without delay.

# Ryhall Methodist Church



Date: .....

Dear .....

*Enclosed:*

- *Safeguarding Policy including Poster*
- *Safeguarding Information Leaflet and Agreement*
- *Safeguarding Annual Agreement for Groups/Events Leaders*

I am writing in my capacity as Church Safeguarding Officer to ensure that all who use our premises to run groups or events are aware of how to keep children, young people and vulnerable adults as safe as possible.

It is my duty to ensure that our groups are as informed as possible in terms of how to safeguard, and also how to report issues should there be any concerns. As a result, I will be asking you as the leader of a group or event to read the attached/enclosed documents and sign an agreement for my records. Please return the attached agreement by ..... to continue using our premises for the forthcoming 12 months.

I do hope you find the documents useful. Please note that as a church we require all church events' or church groups' volunteers to either attend our basic safeguarding training or read and sign the 'Safeguarding Information Leaflet and Agreement'. Should you be interested in the basic safeguarding training for you or any of your leaders or volunteers, feel free to get in touch using the contact details below.

Yours sincerely,

Charlotte Davis  
Church Safeguarding Officer  
Ryhall Methodist Church

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**Ryhall Methodist Church**  
Mill Street, Ryhall, Stamford PE9 4HF

**Church Safeguarding Officer:**  
☎ Charlotte Davis ☎ 0797 606 4410  
✉ SMCsafeguarding@gmail.com

**Church Minister:**  
☎ Rvd. William Booker ☎ 01778 380195  
✉ Williambooker10@googlemail.com

# Ryhall Methodist Church


## Safeguarding Annual Agreement for Group/Event Leaders



We require that the leader of any church groups or events that use our church premises have a good understanding of our safeguarding policy and procedures.

Please complete and return this form to either our bookings/lettings secretary or church safeguarding officer.

Please tick all the following to be able to use our church premises:

- I have read and understood the church's latest Safeguarding Policy.
- I will ensure that all leaders and/or volunteers of my group will be made aware of their responsibilities with regards to safeguarding children, young people and vulnerable adults, including drawing their attention to the poster of how to report a concern. 
- I understand that safeguarding is everyone's responsibility.
- I know how to report a safeguarding concern.
- I will report any safeguarding concerns immediately to the necessary people or agency.
- I will ensure that all volunteers (*names listed overleaf please*) will either:
  - attend basic safeguarding training, or
  - read and sign the 'Safeguarding Information Leaflet and Agreement' (*returned ASAP*).
- As the leader, I have attended the Methodist 'Creating Safer Space Advanced Module Training' on date \_\_\_\_\_ (*please include a photocopy or scan of your certificate*).

Please tick and complete any of the following, if they apply:

- I need more copies of the church's 'Safeguarding Information Leaflet and Agreement' for all my leaders/volunteers and would like \_\_\_\_ copies sent to me via email/hand/post (*please circle*).
- I, and/or leaders/volunteers within my group, have up-to-date safeguarding training through other providers.  
Number of those already trained: \_\_\_\_  
Training Provider(s): \_\_\_\_\_  
Date(s) of training: \_\_\_\_\_  
*Please continue overleaf if you would like to share the providers and dates for each person singly.*
- Leaders/volunteers within the group or event have attended the Methodist 'Creating Safer Space Advanced Module Training' (*please name overleaf so that certificates can be cross-referenced*).
- I am interested in the church's basic safeguarding training for my volunteers – please contact me
- Our group/event has its own safeguarding policy/procedures (*please attach*).

### Personal/Group Information

Leader Name:

Group(s) or Event(s):

*e.g. Coffee morning*

Typical Days/Dates/Times of Premises Use:

*e.g. 10-12 first Thursday of each month*

Signature:

Date:

*Thank you for taking the time to read our safeguarding documents and completing this agreement.*

**List of volunteers (past 12 months and current)***Please complete all columns that apply*

<b>Name</b>	✓ Read & signed 'Safeguarding Information Leaflet and Agreement' (attach)	✓ Basic safeguarding training (include date)	✓ Safeguarding training from elsewhere (include date, provider)	✓ 'Advanced Module' safeguarding training (include date)	✓ I have their contact details should a safeguarding issue arise



# Safety Plan



A safety plan must be completed for every activity and group within the circuit, including regular and one-off events.  
For regular activities, a plan can be created and updated annually.

This safety plan must be completed and returned to the church safeguarding officer at least 2 weeks before. Contact: [SMCSafeguarding@gmail.com](mailto:SMCSafeguarding@gmail.com)  
Any off-site activities must be completed and returned to the circuit safeguarding officer at least 4 weeks before. Contact: [KWillison@rutland.gov.uk](mailto:KWillison@rutland.gov.uk)

<b>Church/Chapel:</b>		<b>Type:</b> ( <input checked="" type="checkbox"/> check)	<input type="checkbox"/> On-Site (Church)	<input type="checkbox"/> Off-Site
<b>Group/Event:</b>		<b>Group/Event Leader/s:</b>		
<b>Location:</b>		<b>Leader Contact</b>	<input type="checkbox"/>	
<b>Date/s:</b>		<b>Details:</b>	<input type="checkbox"/>	
<b>Time/s:</b>			<input type="checkbox"/>	
<b>Activity/ies:</b>				

## Attendees ( check all that apply):

<input type="checkbox"/> Church/Circuit Members	<input type="checkbox"/> Wider Community/General Public	<input type="checkbox"/> Circuit Employee/s e.g. Minister	<input type="checkbox"/> Invited Guest/s e.g. Speaker/s
<input type="checkbox"/> Children with Parents/Carers	<input type="checkbox"/> Children without Parents/Carers	<input type="checkbox"/> Vulnerable Adults	<input type="checkbox"/> People with a Disability or Frail
<b>Expected # of Attendees:</b>		<b>The venue can safely host this number of attendees:</b>	yes/no

For support in planning large events, go to: <https://www.methodist.org.uk/media/3982/organising-events-guidance-pack-large.pdf>  
NSPCC recommended adult:child ratios: 0 - 2 years – 1:3      2 - 3 years – 1:4      4 - 8 years – 1:6      9 - 12 years – 1:8      13 - 18 years – 1:10

## Contingency Plans

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If at any time you have a worry or concern about a child, a young person, or a vulnerable adult who attends the group, event, church or uses the premises, report your concerns as soon as possible to one of our trained safeguarding officers:

Church: Charlotte Davis [SMCSafeguarding@gmail.com](mailto:SMCSafeguarding@gmail.com) 0797 606 4410

Circuit: Katherine Willison [KWillison@rutland.gov.uk](mailto:KWillison@rutland.gov.uk)

Minister: Rev. William Booker [Williambooker10@googlemail.com](mailto:Williambooker10@googlemail.com) 01778 380195

If you have an immediate concern for someone's safety and/or welfare and you are unable to reach one of our safeguarding leads, please call:

01522 782 111 (Lincolnshire Children's Social Care) or 01522 782 155 (Lincolnshire Adults Social Care)

01572758407 (Rutland Children's Social Care) or 01572 758 341 (Rutland Adults' Social Care)

You can read a safeguarding policy online: <https://www.stamfordmethodistchurch.org.uk/volunteer-roles>

<b>Completed by:</b>		<b>Date:</b>		<b>Safeguarding Officer:</b>		<b>Date Received:</b>	
<b>Notes:</b>							



Area	Element	Risks	Likelihood	Harm	Overall Score	Prevention	Person Responsible	Person/s to Action	When	
	Specific Element of the Group or Event  e.g. serving tea/coffee	What could be unsafe? Are there any potential hazards?	5=Certain 4=Probable 3=Possible 2=Not impossible 1=Never	(physical & psychological) 5= Life-threatening 4=Serious 3=Harm 2=Minimal 1=No harm	Likelihood x Harm  <i>Scores of 9+ requires permission of SO and minister</i>	What actions would reduce the likelihood of this happening?	Who is the lead person to ensure this action is planned for, communicated and implemented?	Which people need to be aware of this and support/ action the implementation?	Communicated to volunteers by when?	Implemented by when?
Location, venue, building or room										
Activities & equipment										

Area	Element	Risks	Likelihood	Harm	Overall Score	Prevention	Person Responsible	Person/s to Action	When	
	Specific Element of the Group or Event  e.g. serving tea/coffee	What could be unsafe? Are there any potential hazards?	5=Certain 4=Probable 3=Possible 2=Not impossible 1=Never	(physical & psychological) 5= Life-threatening 4=Serious 3=Harm 2=Minimal 1=No harm	Likelihood x Harm  <i>Scores of 9+ requires permission of SO and minister</i>	What actions would reduce the likelihood of this happening?	Who is the lead person to ensure this action is planned for, communicated and implemented?	Which people need to be aware of this and support/ action the implementation?	Communicated to volunteers by when?	Implemented by when?
Volunteers										
All attendees										

Area	Element	Risks	Likelihood	Harm	Overall Score	Prevention	Person Responsible	Person/s to Action	When	
	Specific Element of the Group or Event  e.g. serving tea/coffee	What could be unsafe? Are there any potential hazards?	5=Certain 4=Probable 3=Possible 2=Not impossible 1=Never	(physical & psychological) 5= Life-threatening 4=Serious 3=Harm 2=Minimal 1=No harm	Likelihood x Harm  <i>Scores of 9+ requires permission of SO and minister</i>	What actions would reduce the likelihood of this happening?	Who is the lead person to ensure this action is planned for, communicated and implemented?	Which people need to be aware of this and support/ action the implementation?	Communicated to volunteers by	Implemented by when?
Children/vulnerable adults specifically										
Medical/first aid/disabilities										

## List of Volunteers

(past 12 months and current if for a regular group/event)

Please complete all columns that apply

Name	✓ Attended Basic safeguarding training and/or Advanced Module in the last 3 years	✓ If no training, have they read & signed 'Safeguarding Information Leaflet and Agreement'? <i>Submit signed copies</i>	✓ Has current DBS check <i>Check with Minister or church safeguarding officer if unsure</i>	✓ I have their contact details including address should a safeguarding issue arise

# Ryhall Methodist Church



Date: .....

Dear .....

*Enclosed:*

- *Safeguarding Policy including Poster*
- *Safeguarding Information Leaflet and Agreement*
- *Safeguarding Annual Agreement for Lettings/Premises Users*

I am writing in my capacity as Church Safeguarding Officer to ensure that all who use our premises are aware of how to keep children, young people and vulnerable adults as safe as possible. I am aware that many of our church premises groups have robust safeguarding procedures in place, and I thank you if this is the case.

It is my duty to ensure that our groups are as informed as possible in terms of how to safeguard, and also how to report issues should there be any concerns. As a result, I will be asking you as the leader of a group to read the attached/enclosed documents and sign an agreement for my records. Please return the attached agreement by ..... to continue using our premises for the forthcoming 12 months.

I do hope you find the documents useful. Please note that as a church we offer basic safeguarding training to anyone who would find it beneficial; should you be interested in the training for you or any of your leaders or volunteers, feel free to get in touch using the contact details below or the agreement attached.

Yours sincerely,

Charlotte Davis  
Church Safeguarding Officer  
Ryhall Methodist Church

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**Ryhall Methodist Church**  
Mill Street, Ryhall, Stamford PE9 4HF

**Church Safeguarding Officer:**  
📍 Charlotte Davis    ☎ 0797 606 4410  
✉ SMCsafeguarding@gmail.com

**Church Minister:**  
📍 Rvd. William Booker    ☎ 01778 380195  
✉ Williambooker10@googlemail.com

# Ryhall Methodist Church

## Safeguarding Annual Agreement for Lettings/Premises Users



*As part of our lettings agreement, we now require that the leader of any groups who hire or use our church premises have a good understanding of our safeguarding policy and procedures.*

*Please complete and return this form to either our bookings/lettings secretary or church safeguarding officer.*

Please tick all the following to be able to use our church premises:

- I have read and understood the church's latest Safeguarding Policy.
- I will ensure that all leaders and/or volunteers of my group will be made aware of their responsibilities with regards to safeguarding children, young people and vulnerable adults, including drawing their attention to the poster of how to report a concern.
- I understand that safeguarding is everyone's responsibility.
- I know how to report a safeguarding concern.
- I will report any safeguarding concerns immediately to the necessary people or agency.



Please tick and complete any of the following, *if they apply*:

- Our group/event has its own safeguarding policy/procedures (*please attach*).
- I would like to make use of the church's 'Safeguarding Information Leaflet and Agreement' for all my leaders/volunteers and would like \_\_\_\_ copies sent to me via email/hand/post (*please circle*).
- I, and/or leaders/volunteers within my group, have up-to-date safeguarding training through other providers.  
Number of those already trained: \_\_\_\_  
Training Provider(s): \_\_\_\_\_  
Date(s) of training: \_\_\_\_\_  
*Please continue overleaf if you would like to share the providers and dates for each person singly.*
- I am interested in the church's safeguarding training and would like to hear more.

### Personal/Group Information

Leader Name:

Group(s) or Event(s):

*e.g. Ryhall Bird Enthusiasts Group*

Typical Days/Dates/Times of Premises Use:

*e.g. Third Monday of the month 7-9pm*

Signature:

Date:

*Thank you for taking the time to read our safeguarding documents and completing this agreement.*

**Do you have a worry or concern about:**

 **a child**

 **a young person, or**

 **a vulnerable adult**

**who attends this church or uses the premises?**



**Please report your concerns as soon as possible  
to one of our trained safeguarding officers:**

 **Rev. William Booker**

 **01778 380195**

 **williambooker10@googlemail.com**

 **Charlotte Davis**

 **07976 064410**

 **SMCsafeguarding@gmail.com**



**If you have an immediate concern for someone's safety and/or welfare  
and you are unable to reach one of our safeguarding leads, please call:**

**01572 758 407 (Rutland Children's Social Care)**

**01572 758 341 (Rutland Adults' Social Care)**

**You can read a safeguarding policy online:**

**<https://www.stamfordmethodistchurch.org.uk/volunteer-roles>**

Safeguarding concern reported to  
Safeguarding Officer/Minister  
(William Booker/ Charlotte Davis)

Is there an immediate  
risk to someone's  
safety or welfare?

yes

Call 999 or  
01572 758 407  
(children)  
01572 758 341  
(adults)

no

Is a dynamic risk  
assessment needed to  
mitigate or reduce  
risk today?

yes

Carry out a  
dynamic risk  
assessment  
and act  
accordingly

no

Safeguarding Officer/Minister completes an  
'Enquiry, Notification & Referral Form' within  
24 hours

[http://www.northamptonmethodistdistrict.org.uk/  
content/pages/documents/1531915015.pdf](http://www.northamptonmethodistdistrict.org.uk/content/pages/documents/1531915015.pdf)

and email to

[safeguarding@northamptonmethodistdistrict.org.uk](mailto:safeguarding@northamptonmethodistdistrict.org.uk)

Follow advised procedures of district  
&  
securely file any referrals/emails/notes

