Safer Premises, Procedures and People

It is the role of the church’s Property Committee to ensure our church premises are as safe as possible, and group/event leaders to ensure the people and procedures keep volunteers and attendees safe too (with the support of the Safeguarding Officer). However everyone should be part of that responsibility, so when volunteering consider:

⬩ Has the leader undertaken a Risk Assessment that you need to be aware of?

⬩ Do you know the procedures in case of a fire or emergency?

⬩ Is the building and/or room secure as possible?

⬩ Is there anything unsafe about the building or equipment that you can solve now, or that needs reporting as soon as possible to the Property Committee?

⬩ Do you know who is in the building/room at all times?

⬩ 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 somewhere away from church such as someone’s home, do you know how to keep yourself and others safe in that place?

We advise that you do not work alone at any time when on the premises for your own safety. Ensure you know who is in the building with you and have a phone with you where possible.

Be curious

Something you see … *does it look right?*

Something you hear … *does it sound right?*

Something that troubles you … *does it feel right?*

Recognise

🡻

Respond

🡻

Record

🡻

Refer

Reporting Safeguarding Concerns

Church Safeguarding Officer:

🚺 enter here ✆ enter here

🖳 enter here

Church Minister:

🚹 enter here ✆ enter here

🖳 enter here

Rutland Children’s Social Care: 01572 758 407

Rutland Adults Social Care: 01572 758 341

When there is immediate risk of harm, call 999.

If you make a referral to social services or the emergency services, please inform our Church Safeguarding Officer or Minister as soon as possible.

You can find more information by reading our Safeguarding Policy, which can be found online here:

enter here

Safeguarding

Information Leaflet



enter here

Methodist Church

*Version: April 2022*



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 our safeguarding training every four years.

|  |
| --- |
| Name: |
| Role(s) and/or Group(s)/Event(s):*e.g. Pastoral Visitor / Holiday Club / Dementia café*  |
| Address: |
| Telephone/Email: |
| *Please tick all that apply:* |
| 🞏  | I have read and understood the ‘Safeguarding Information Leaflet’. |
| 🞏 | I understand that safeguarding is everyone’s responsibility. |
| 🞏 | I know who to report any safeguarding concerns to, and how, and how soon.  |
| 🞏 | 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: enter name and details here

Safeguarding Information

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

⬩ **p**rotect children, young people & vulnerable adults;

⬩ **p**revent risks and dangers through good practice;

⬩ **p**romote well-being and demonstrate God’s love.

Churches are unique places as we welcome all from the general public to enter, which can make us vulnerable to those who may abuse our trust, and also because of the varied (and not always known) vulnerabilities of those who enter our building.

We 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 S*afeguarding Information Leaflet*, or to attend regular safeguarding training.

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 vulnerable adult;

⬩ Administering first aid;

⬩ Giving or receiving affection e.g. hugs;

⬩ Providing intimate personal care e.g. toileting;

⬩ When you are unclear about procedures/policy;

⬩ When there is a poor safeguarding culture.

We advise that you avoid being alone with a child or vulnerable adult to avoid putting you or them at risk. That includes home visits and giving people a lift.

Disclosures/Signs of Abuse

Our volunteers are the eyes and ears of the church; it is you who may spot signs of abuse which, if reported, could mean that child or adult is supported to be safer. You may have knowledge about a person that, together with what we and/or other services know, makes up a bigger picture. Even the smallest worry could be significant in exposing the abuse someone is experiencing.

Abuse can be in many forms, including but not limited to:

⬩ physical ⬩ financial/material

⬩ psychological ⬩ domestic

⬩ neglect/self-neglect ⬩ institutional

⬩ sexual ⬩ discriminatory

⬩ spiritual/ritual ⬩ online abuse

⬩ modern slavery ⬩ radicalisation

⬩ child sex exploitation

When working alongside children or adults, they may feel safe enough to disclose to you that they have been a victim of abuse If this is the case, you need to:

⬩ Stay calm;

⬩ Do not promise confidentiality;

⬩ Listen and be supportive;

⬩ Avoid leading questions;

⬩ Make use of open-ended questions

e.g. **TED**: **t**ell me… **e**xplain… **d**escribe what happened;

⬩ Tell them what you will do next;

⬩ Record what was said straight away;

⬩ Inform the Safeguarding Officer/Minister

 immediately;

⬩ Seek support for yourself.