

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

Safeguarding Children, Young People and Vulnerable Adults Policy for Houghton Regis Community Development Charity (HRCDC)

This policy was agreed by the Charity Trustees on 10th May 2021

HRCDC, 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. 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.

HRCDC 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.

HRCDC recognises that it has a particular care for all who are vulnerable whether as a result of disabilities, 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 our wish 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 HRCDC 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.

HRCDC 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, child sexual exploitation 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 promotion of welfare so that each of us can reach our full potential in God's grace.

HRCDC commits itself to:

1. **RESPOND** without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed or may suffer harm, 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 HRCDC 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 to ensure that 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 children and vulnerable adults who are on our premises.

It is the responsibility of HRCDC trustees to appoint a Safeguarding Officer and there should be no gaps in this crucial provision.

HRCDC appoints Reverend Debbie Hodgson as church Safeguarding Officer (in respect of Adults and Children) their role is

- provide support and advice to the charity trustees, employees and volunteers in fulfilling their roles with regard to safeguarding.
- ensure that a suitable, signed safeguarding policy is displayed at all times in areas where the charity works, 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 HRCDC safeguarding officer, according to the body's 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. Arrange the required training through its agreed body
- attend training and meetings relating to the role
- Check that safeguarding is included as an agenda item at all HRCDC trustee meetings.
- 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.

a) Purpose

The purpose of the HRCDC safeguarding policy is to check that procedures are in place and provide clarity about the roles and responsibilities of those trusted with promoting the charity as a safe space for all its users.

b) Good practice

We believe that good practice means:

- i) All people are treated with respect and dignity.
- ii) Those who act on behalf of HRCDC 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 record will be made and kept noting date, time and place of visit.
- iii) Where relevant, premises owned or in sole use for the work of HRCDC be assessed by the church safeguarding officer plus a second officer of HRCDC/or their representatives at least annually for safety for children and vulnerable adults and a written risk assessment report will be given annually to the Trustee Meeting. This will include fire safety procedures. The trustees will consider the extent to which the premises and equipment are suitable or should be made more suitable.
- iv) Any HRCDC-organised transport of children or vulnerable adults will be checked to ensure that the vehicle is suitable and insured and that the driver and escort are appropriate. A 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 Charity 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 in the church

Workers will be appointed after a satisfactory DBS disclosure and following the safer recruitment procedures of the Charity's appointed body. 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 of appointment. The other training needs of each worker will be considered (such as food hygiene, first aid and lifting and handling).

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

A leaflet outlining good practice and systems should be given to everyone who works with children, young people and vulnerable adults. This leaflet will be reviewed annually¹.

e) Events with the Charity's groups off the premises

Adequate staffing, a risk assessment and notification of the event will be given to the HRCDC safeguarding officer PRIOR to the agreement for any event or off site activity. Notification of the event will be given to HRCDC trustees

If the activity is unusual or considered to be high risk the HRCDC safeguarding officer will contact the appointed body's safeguarding officer in order that it can be ratified or any queries raised.

f) Complaint's procedure

There is a formal complaints procedure, which allows issues to be raised about actions or behaviour by a member or officer of the Charity. In addition, employed staff will be subject to relevant contractual procedures. All complaints will be responded to with care, diligence and impartiality. A complaint should be addressed to **Revd Debbie Hodgson**, debbie.hodgson@methodist.org.uk. If a complaint is made to another person, it should be referred to her as soon as is practically possible. Meetings will be arranged with the person making the complaint and, usually, the person against

¹ The Code of Safer Working Practice can be found at Appendix V of the Methodist Church Safeguarding Policies, Procedures and Guidance

whom the complaint has been made, in an attempt to resolve it. If the complaint is against Revd Debbie Hodgson, it should be sent to the **Revd Stephen Copson**, stephen.c@centralba.org.uk. 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.

Review

This policy will be reviewed annually by the HRCDC Trustees.

Next review date: 10th May 2022

g) 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 their status or entitlements to services or protection.
- ii) Vulnerable adults: any adult aged 18 or over who, owing to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves.
- iii) Safeguarding: 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, a community or 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.

Signed



Trustee of HRCDC

Revd David Skinner

Dated

11th May 2021