

# Safeguarding Policy



## Statement of Safeguarding Principles

It is the Methodist Church's intention to value every human being as part of God's creation and the whole people of God. At the heart of the Methodist community is a deep sense of the place of welcome, hospitality and openness, which demonstrates the nature of God's grace and love for all. Our church communities are called to be places where the transformational love of God is embodied and life in all its fullness is a gift, which is offered to all people.

Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

## Principles

Safeguarding is about the action the Church takes to promote a safer culture. This means we will:

- **promote** the welfare of children, young people and adults
- work to **prevent** abuse from occurring
- seek to **protect** and respond well to those that have been abused.

We are committed to:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- safeguarding and protecting all children, young people and adults when they are vulnerable
- establishing 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 checks through the Disclosure and Barring Service (DBS) and The Protecting Vulnerable Groups (PVG) scheme in Scotland.

We will respond without delay to every safeguarding concern, which suggests that a child, young person or adult may have been harmed, working in partnership with the police and social services 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 Leeds Sanctuary Safeguarding Officer and 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.

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

# Safeguarding Children, Young People and Vulnerable Adults Policy for Leeds Sanctuary: The Methodist Church in Leeds City Centre

## Purpose

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

This policy has been adapted from The Methodist Church model policies for churches and circuits  
This policy was agreed at a Leeds Sanctuary Management Group meeting on 26<sup>th</sup> October 2023  
and will be shared with the District Policy Committee on 11<sup>th</sup> December 2023.

Leeds Sanctuary which is part of 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. 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.

Leeds Sanctuary is committed to the safeguarding and protection of all children, young people and adults and affirms that the needs of vulnerable individuals at risk are paramount.

Leeds Sanctuary recognises that it has a particular care for all who are vulnerable whether as a result of disabilities or 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 which works in partnership with regular risk assessments. It is intended to support Leeds Sanctuary 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.

Leeds Sanctuary 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.

Leeds Sanctuary 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 Methodist Church Safeguarding Policy, government legislation and guidance and safe practice in the work we do as Leeds Sanctuary.
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.

### Leeds Sanctuary Management Group

Legal responsibility for safeguarding rests with the District Policy Committee as Trustees of the Yorkshire West Methodist District of which Leeds Sanctuary is a part. The District Policy Committee have delegated to the Leeds Sanctuary Management Group oversight of Safeguarding within Leeds Sanctuary.

It is the responsibility of the **Leeds Sanctuary Management Group** to appoint a Safeguarding Officer from the Leeds Sanctuary team and there should be no gaps in this crucial provision. The Safeguarding Officer should have the right to attend at least annually to report on implementation of the Safeguarding Policy. Where an individual covers the role in more than one location, they must be able to cover the activities identified in the relevant role outline and be facilitated to attend meetings to report on safeguarding in each location. The role might be undertaken on a paid or on a voluntary basis although expenses should be met for volunteers.

**Leeds Sanctuary Management Group** appoints **Revd David Goodall** as Safeguarding Officer and supports them in their role, which is to:

- provide support and advice to the staff and volunteers in fulfilling their roles with regard to safeguarding.
- ensure that an appropriate, signed safeguarding policy is displayed at all times in the working space and during events, 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 safeguarding officer, according to Methodist policy and procedure.

- Making appropriate arrangements for the secure storage, retention and appropriate sharing of safeguarding information held by Leeds Sanctuary.
- Promoting the safety and well-being of all children and vulnerable adults within Leeds Sanctuary.
- promote appropriate routes for reporting of concerns.
- identify and inform those who are required to attend safeguarding training and maintain records of attendance . Work with the DSO to arrange training.
- attend training and meetings relating to the role
- work in partnership with the groups that share or offer us use of to promote good safeguarding practice on premises we use. This will include sharing safeguarding policies and risk assessments or use our policy if theirs is not appropriate.
- check that safeguarding is included as an agenda item at all **Leeds Sanctuary Management Group** meetings and report to the **Management Group** annually.
- inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures.
- advise the 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.
- Ensure DBS checks are initiated and documents verified.
- Assisting the DSO with setting up Monitoring and Support Groups for those subject to safeguarding contracts and reminding the chairs of groups when reviews are due.

#### a) 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 **Leeds Sanctuary** 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) The premises where Leeds Sanctuary is based will be assessed by the safeguarding officer with another member of staff at least annually for safety for children and vulnerable adults and a written risk assessment report will be given annually to the **Leeds Sanctuary Management Group**. This will include fire safety procedures. The **Management Group** will consider the extent to which the premises and equipment are suitable or should be made more suitable in conversation with premises partners.
- iv) Currently Leeds Sanctuary does not offer transport.
- 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 DSO. 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 Management Group 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.

#### **b) Appointment and training of workers at Leeds Sanctuary**

Paid staff and Volunteers will be appointed after a satisfactory DBS disclosure and following the safer recruitment procedures of the Methodist Church. Each staff member or volunteer will have an identified line manager who will meet at regular intervals with the worker. A record of these meetings will be agreed and signed and the record kept. Each staff member and volunteer will be expected to undergo safeguarding training, within the first 6 months of appointment. The Safeguarding Officer and anyone who leads activities will also be expected to undergo Advanced Module Safeguarding training. If staff or volunteers have done the Methodist Creating Safe Space training within the last 4 years then contact will be made with the relevant circuit safeguarding officer for confirmation of training dates. The other training needs of each worker will be considered (such as food hygiene, first aid and lifting and handling).

#### **c) 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 annually<sup>1</sup>.

#### **d) Partnership working**

Where we are running an activity for another group or business then we will need a copy of their Safeguarding policy and Risk assessment, if the other group or business's policy is not similar in expectations of staff and volunteers, then we would need to make sure their staff and volunteers were aware of our expectations.

- When running activities or courses in the business context we will be explicit in the agreement with the host business about our safeguarding practices. We would agree to whom and under what circumstances safeguarding or wellbeing referrals will be made.
- We would expect anyone leading such a group would have done the Creating Safer Space Advanced training and be able to support volunteers in awareness of safeguarding issues that might arise and give them the confidence to challenge.

#### **e) Events in Leeds City Centre**

Adequate staffing, a risk assessment and notification of the event will be given to the

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

safeguarding officer PRIOR to the agreement for any event. If the activity is unusual or considered to be high risk the safeguarding officer will contact the District safeguarding officer in order that a risk assessment can be ratified or any queries raised.

#### **f) 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.

A complaint should be addressed to the Chair of the District, the Revd Kerry Tankard. 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 Chair of the District, it should be sent to the Secretary of the Methodist Conference, the Revd Dr Jonathan Hustler at Methodist Church House, 25 Tavistock Place, London, WC1H 9SF, or by email [soc@methodistchurch.org.uk](mailto:soc@methodistchurch.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 [Leeds Sanctuary Management Group](#). The next review date is October 2024.

#### **g) Key concepts and definitions**

- i) A child is anyone who has not yet reached their eighteenth birthday.
- 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.

vi) Worker: anyone working with children or vulnerable adults in the name of Leeds Sanctuary whether in a paid or voluntary capacity.

Signed ..... Chair of Leeds Sanctuary Management Group

Dated .....



## **Appendix 1 – Online presence**

### **Zoom**

We will follow the Methodist Guidance for using Zoom Safely and with Integrity found at the link below. This guidance outlines how we should maintain confidentiality and transparency of our meetings along with practical suggestions for safety.

<https://www.methodist.org.uk/for-churches/guidance-for-churches/digital-communication-guidance-for-churches/zoom-for-churches/how-to-use-zoom-safely-and-with-integrity/>

### **Social Media**

We will follow the Methodist Guidance for using Social Media found at the link below, which outlines how users should consider their safety and the safety of others

<https://www.methodist.org.uk/for-churches/guidance-for-churches/digital-communication-guidance-for-churches/social-media/social-media-guidelines/>

## Appendix 2 - Checklist for Activities

To be completed for each new activity and reviewed annually or sooner for ongoing activities

Activity	
Date	
Review Date	
Are we running this active for ourselves or another group?	
If for another group do we have their risk assessment and safeguarding policy?	
Have we done a Risk Assessment?	
Do we have enough staff?	
Do we need any volunteers?	
If so have they been recruit safely?	
Do our staff and volunteers have the right level of expertise for what we want to do?	
Does the leader of the Group have a DBS check and Advanced Safeguarding training?	
Do we know that there will be any vulnerable adults coming to this activity?	
Have we thought if there are any mixing of groups that might bring more vulnerabilities and risks.	
What Safeguarding risks do we need to be alert to	