

# CADNAM METHODIST CHURCH

## *Safeguarding Policy*

### **1 Our Safeguarding Vision**

As the people of Cadnam Methodist Church in the Romsey Circuit, we are concerned with the wholeness of each individual within God's purposes for everyone. We seek to safeguard all members of the church community of all ages. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of children and young people.

### **2 Sharing Safeguarding Information**

A copy of the Methodist Church's *Safeguarding* policy is displayed in the hall together with a copy of our own church's Safeguarding policy and procedures. Group leaders also have a copy. All the leaders and helpers appointed to our Crèche and Sunday School **have been** issued with a booklet of relevant information. The parents of children who belong to these groups are briefed on our Safeguarding policy by staff members.

### **3 Personal Helpline**

The Revd Eric Renouf and Mrs Betty Harrison have agreed to serve as independent contact persons so that anyone who has a concern for themselves or others has a telephone helpline by which to seek guidance and help. Eric and Betty's photographs and their contact details are displayed on the noticeboard in the church porch and hall. **A Childline Poster is also displayed.**

### **4 Working Procedures for our Children's and Young People's Organisations**

(ie Crèche and Sunday School)

The minimum requirement of having two adult helpers present will be strictly adhered to. We will ensure that additional helpers from the staff list or parents will be recruited for off site activities with the aim of achieving a 1:1 ratio if at all possible. During on site activities, staff to child ratios will correspond with Social Services recommended levels - ie 3:1 for under 3s and 8:1 for under 5s. **Leaders and helpers have been issued with Volunteer Agreements which includes a job description.**

### **5 Staff Appointment Procedures**

All existing staff have completed **registration forms and obtained CRB disclosures details of which** are kept in the circuit safe at Romsey Methodist Church. New leaders and helpers will be interviewed, given preparatory training and required to undertake a period of probationary service before their appointment is confirmed by the Church Council. In addition they will be asked to obtain a disclosure from the Criminal Records Bureau before beginning work with our children and young people and to nominate a referee. We endeavour to ensure that staff and helpers are offered regular opportunities for updating their knowledge and improving their skills.

### **6 Officeholders and Others with Responsibilities**

Every effort is made to adhere to the requirement of the Methodist Church Standing Order 10 that - *'No person who has been convicted of or has received a formal caution from the police concerning sexual offences against children shall be appointed to any office, post or responsibility or engaged under any contract to which this sub-clause applies.'*

The Standing Order will be printed in the Church Council agenda from time to time and new officeholders reminded of its contents. A letter has been sent to all keyholders and an appropriate declaration completed.

All Methodist Local Preachers from our own and neighbouring circuits have signed the appropriate Safeguarding Declaration. Accredited preachers from other denominations who regularly take preaching appointments in the circuit have also signed declarations. Preachers invited by the Cadnam Church to conduct services will be contacted by the Superintendent Minister and invited to sign a declaration. Preachers declarations are kept in the circuit safe at Romsey Methodist Church.

## **7 Outside Users of the Premises**

We will endeavour to comply with the Methodist Church's requirement that all outside users of church premises be asked to declare that they are familiar with the Home Office Code of Practice, Safe from Harm. The declaration and the code are incorporated in the booking form which is completed by all outside users of our church premises.

## **8 Safeguarding Co-ordinator**

The Church Council has appointed Shirley Hawkes to oversee its Safeguarding policy and procedures on its behalf.

## **9 Review Arrangements**

The church's Safeguarding policy and procedures will be reviewed at regular intervals by a small group consisting of :

A Church Steward

A leader from the Crèche and Sunday School

The Cradle Roll Secretary

The Pastoral Secretary

The Safeguarding Co-ordinator

The group will be responsible to and report to the Church Council.