

# St James Methodist/United Reformed Church

## Statement of Safeguarding Principles<sup>1</sup>

---

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.

### Principles

We are committed to:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- safeguarding and protection of 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 disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an adult, child or young person 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.

-----  
**CONTACTS**

- \*Minister ..... Revd Peter Hughes 0151 364 0134
- \*Church Safeguarding Officer (Children) ..... Mrs Pam Alexander 07702 876678
- \*Church Safeguarding Officer (Vulnerable Adults) .... Miss Margaret Dee 0151 428 3356
- \*Property and Lettings Manager ..... Mrs Wendy Doig 07867 795179
- \*Church Complaints Officer ..... Mrs Jayne McLaren 0785 906 2692

**Only contact ONE of the above-named Church Officers**

Circuit Safeguarding Officer (Children) .. Mrs Lee Phillips 0151 345 4324 (Tues–Thurs 12:00-16:00)

Circuit Safeguarding Officer (Vulnerable Adults) ..... Mr Mark Harrison 07415981136

District Safeguarding Officer ..... Ms Linda Locke via email:  
[safeguarding@liverpoolmethodist.org.uk](mailto:safeguarding@liverpoolmethodist.org.uk)

### LIVERPOOL CITY COUNCIL – LOCAL AUTHORITY DESIGNATED OFFICERS

To report **a child** at risk call Careline on 0151 233 3700

To report **an adult** at risk call Careline on 0151 233 3800

In an emergency for children or vulnerable adults contact the police on 0151 709 6010 or dial 999

A full copy of St James’ Safeguarding Policy can be obtained from any of the above\*.

It also appears on the church website: [www.stjameswoolton.org](http://www.stjameswoolton.org)

---

<sup>1</sup> February 2023 Referencing updated & Connexional and Circuit Policy/Statement cascaded in 2021 & 2022 respectively

## ST JAMES' CHURCH POLICY

### Safeguarding Children and Vulnerable Adults Policy for St James' Methodist/United Reformed Church<sup>1</sup>

This policy was agreed at a Church Council held on 1 February 2018 and subsequently reviewed and endorsed annually. This version was revised in line with the updated Connexional Model Policy (October 2021) and presented to St James Church Council on February 2<sup>nd</sup> 2023.

The Methodist and United Reformed Churches, along with the whole Christian community, believe 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.

St James' 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.

St James' Church 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 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.

St James' Church fully agrees with the Connexional 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.*

St James' 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, 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 issues of promotion of welfare so that each of us can reach our full potential in God's grace.

St James' 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 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 acknowledge the shared responsibility of all of us for safeguarding children and vulnerable adults who are on our premises.

St James' Church appoints **Miss Margaret Dee as Church Safeguarding Officer (Adults)** and **Mrs Pam Alexander as Church Safeguarding Officer (Children)** 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 the names of current safeguarding offices, national helplines and other suitable information. This must be renewed annually.
- record all safeguarding issues that are reported to the church safeguarding officer(s) according to Methodist Policy and procedure.
- 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 circuit safeguarding officer and DSO to arrange training.
- attend training and meeting 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 office 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 church safeguarding policy is to check that procedures are in place and provide clarity about the roles and responsibilities of those trusted with promoting the church as a safe space- for all its users. It is to be read in conjunction with the Safeguarding Policy, Procedures and Guidance for the Methodist Church (2020).

**b) Good Practice**

We believe good practice means that:

- 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 record 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 a written risk assessment report will be given annually to the Church Council. 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 (*where required*) are appropriate. (*See 6.10.7.1 of the Safeguarding Policies, Procedures and Guidance for the Methodist Church*). A record to be kept in the church file for each driver/car.
- v) 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.

**c) Appointment and training of workers**

All workers will be recruited in accordance with the Church's safer recruitment policy (See Appendix 1). DBS disclosures and safeguarding training will be required in appropriate circumstances.

Each employed 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 Foundation Module (*2020 Edition*) safeguarding training, within the first 6 months<sup>2</sup> of appointment. The other training needs of each worker will be considered (e.g. food hygiene, first aid, lifting and handling, etc

**d) Pastoral visitors**

Pastoral Visitors will be supported in their role with the provision of Foundation Module (*2020 Edition*) safeguarding training upon appointment. If they are undertaking tasks for which a DBS would be required, this will be undertaken prior to appointment.

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

A leaflet<sup>3</sup> outlining good practice and systems should be given to everyone who works with children, young people and vulnerable adults outlining good practice and systems. The leaflet will be reviewed annually.<sup>4</sup>

**f) Ecumenical events**

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

**g) Events with church groups off the premises**

Adequate staffing, a risk assessment and notification of the event will be given to the Church Safeguarding Officer PRIOR to the agreement for any event or off site activity. Notification of the event will be given to the church council secretary Mrs Dorothy Peers.

If the activity is unusual or considered to be high risk the church safeguarding officer will contact the circuit safeguarding officer in order that it can be ratified or any other queries raised.

**h) Other groups on church premises**

Where the building is hired for outside use, the hirer signing the letting agreement<sup>5</sup> will be given a copy of that agreement. The lettings secretary 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 DSO and circuit safeguarding officer.

**i) Complaints procedure**

St James has a complaints procedure and any complaints should be made in the first instance to the Complaints Officer Jayne McLaren.

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

---

<sup>2</sup> Agreed by Methodist Conference in 2011 – Creating Safer Space report

<sup>3</sup> What Everyone Needs to Know about Safeguarding at St James' Church, Woolton

<sup>4</sup> The Code of Safer working Practice can be found at Appendix V of the Methodist Church Safeguarding Policies, Procedures and Guidance

<sup>5</sup> [www.tmcpc.org.uk/property/letting-property-and-third-party-use](http://www.tmcpc.org.uk/property/letting-property-and-third-party-use)

Practice and Discipline of the Methodist Church will be followed.

A complaint should be addressed to the superintendent minister the Revd David Goodwin. 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 Dr Sheryl Anderson (48 Queen's Drive, Liverpool L18 2DT)

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.

- i) Safeguarding matters in respect of the Minister are handled by the Minister's denomination - in Peter's case, the Methodist Circuit. His registration is in place, and he is up-to-date with training requirements. Any safeguarding issues coming to his attention at St James will be handled in accordance with our policy.
- j) **Review**  
This policy will be reviewed annually by the Church Council. Next review date: February 2024
- k) **Key concepts and definitions**
  - i) A child is anyone who has not yet reached their eighteenth birthday. The fact that 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.
  - iii) 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.
  - iv) Abuse and neglect may occur in a family, in 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.

## **Appendix 1 – St James Methodist/United Reformed Church Safer Recruitment Policy (January 2023)**

1. Responsibility for *creating and monitoring compliance* with a Safer Recruitment policy lies with Church Council, on reports from the Safeguarding Support Group (SSG).
2. Responsibility for *implementing* a Safer Recruitment policy for each paid or voluntary appointment lies with Church Council, on reports from SSG and also, as appropriate:
  - a. The Minister e.g. agreeing the need for a paid appointment or volunteer(s) and overseeing the process of appts
  - b. A sub-group of the Steward Elders
  - c. The Church Safeguarding Officers
  - d. Another church committee
3. The formal responsibility for making most appointments rests with the Church Council, so its responsibility covers ensuring compliance with the policy. In the case of steward/elders, who are appointed by the annual church meeting, the responsibility lies

- with the Senior (or other) Steward/Elder handling the process, and their report to the ACM should confirm compliance with the policy.
4. In all paid appointments (if/when they arise) the church's practice will reflect the Connexional 12 steps to Safer Recruitment (updated Oct 2022) and seek support, advice and assistance from the Circuit's safeguarding officers, and the District's safeguarding and employment advisors whenever necessary.
  5. For each new volunteer position (from July 2022) a 'Lead Person' will be nominated (e.g. minister, senior steward; Committee Chair etc) to implement as many of the 12 steps as are viable and appropriate. The very minimum will include:
    - a. An agreed / written job description before the vacancy is advertised (this should reflect local practice and external guidance where it exists e.g. national or both denominations and include any length of service considerations / useful skills / experience etc)
    - b. A person specification
    - c. Advertisement of the opportunity for at least 2 weeks in some or all of monthly newsletters, weekly notice sheets, verbal announcements as appropriate
    - d. An information pack (about the church, the role and job description, an application form and/or outline of simple letter, safeguarding declaration, training required and available.
    - e. A conversation between the applicant, the Lead Person and at least one other person involved in a similar or related activity, for exploration of the role, the level of commitment required, training needed /available, 2 references and other checks required. Concluding with an arrangement for how to proceed – offered and accepted, thinking time by one or both parties, decision by either not to go any further.
    - f. Confirmation in writing of outcome.
  6. All successful appointments of volunteers or paid employees must be confirmed by the subsequent meeting of the Church Council; no appointment can formally begin before this endorsement.
  7. Any appointment made prior to the completion of the appropriate formalities will be subject to compliance with the formalities in question. If any formalities have not been complied with within three months of the decision to appoint, the appointment will not come into effect.
  8. The Lead Person may share with, or delegate the process (5a-f above) to, other responsible persons.
  9. Application documents for confirmed appointments, or a brief outline of uncompleted applications, should be handed to one of the Church's Safeguarding Officers for secure storage for 75 years in case of future allegations and to show that the Church followed safer recruitment procedures.
  10. The SSG will report annually to the February meeting of the Church Council and the Circuit (via the Annual Audit) that the Safer Recruitment policy it has agreed is being implemented and monitored accordingly.

Signed ..... Chair of Church Council

Dated .....