

The code outlines the conduct that is expected of anyone undertaking duties with children and young people within the Methodist Church.

Code of Safer Working Practice with Children and Young People

Connexional Year 2020 - 21

The **Methodist** Church 
The Manchester and Stockport District

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Code of safer working practice with children and young people

Adapted from and to be read in conjunction with Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain, updated July 2020

1 Rationale

1.1 As per the Methodist Safeguarding Policy above, every local church and circuit working with children is expected to have such a code, based on Section 6.3 and Appendix VI: Code of safer working practice with children and young people.

1.2 This document has been drawn up and approved by the Manchester and Stockport District Safeguarding Group for use across the District.

1.3 However, some churches/circuits may need to make local modifications, including details for local hospitals and social care services at Appendix 1.

2 The Code

2.1 The code outlines the conduct that is expected of anyone undertaking duties with children and young people within the Methodist Church. The content of this code forms part of the Safeguarding Policy, Procedures and Guidance for the Methodist Church and is therefore required practice.

2.2 The code applies to volunteers, paid staff, clergy, students on work placement, members and non-members working in a Methodist context. By complying with this code, you will help the Church to protect children from abuse and mistreatment and minimise the likelihood of unfounded allegations against those who are involved in youth work.

2.3 If you become aware of any breaches of this code within the Methodist Church, you must report them to your group leader, safeguarding officer or minister in pastoral charge as soon as possible.

Terminology used in this code

Child: refers to anyone under the age of 18.

Group leader: refers to the person with overall responsibility for a group or activity and who is answerable to the Church Council/Circuit Meeting.

Support resources and free downloadable forms for work with children are available from:

<https://www.methodist.org.uk/our-work/children-youth-family-ministry/the-well-learning-hub-equipping-and-supporting-workers/>

3 Required practice for anyone working with children and young people

3.1 You should:

- 3.1.1** be aware of and understand the local safeguarding policy.
- 3.1.2** treat all children and young people fairly and without prejudice, discrimination or favouritism.
- 3.1.3** respect differences in gender, sexual orientation, culture, race, ethnicity, disability and faith and challenge behaviour that demonstrates discrimination or prejudice.
- 3.1.4** ensure that your own language, tone of voice and body language is respectful.
- 3.1.5** always aim to work with or within sight and hearing of another adult.
- 3.1.6** ensure that another adult is informed if a child needs to be taken to the toilet (*toilet breaks should be organised for young children*).
- 3.1.7** ensure that children and young people know who they can talk to or contact if they need to speak about a personal concern and encourage them to speak out if they feel uncomfortable or concerned. They should be made aware of organisations that can provide support.
- 3.1.8** respond warmly to a child who needs comforting, but this should not involve physical comfort e.g. cuddles.
- 3.1.9** advise children, young people and their parent/carers/guardians in advance if any activity requires physical contact and provide an opportunity to opt out or agree alternative activities.
- 3.1.10** administer any necessary first aid with others around.

3.1.11 obtain consent for any photographs/videos to be taken, shown or displayed via any medium. This should be from the parent, carer or guardian and the young person if 12 years or over. Images should not be taken or stored on personal devices.

For further details see:

Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain, Section 6.7.1 Photographs and video recordings of children and young people under 18

Appendices 2 and 3

3.1.12 record any incidents that concern you or make you feel uncomfortable and give the information to your group leader in the first instance.

3.1.13 you must also contact the church, circuit or district safeguarding officer immediately if you believe you have acted in a way which others may have interpreted as inappropriate or if a child has acted inappropriately towards you.

3.1.14 records must be signed and dated.

3.1.15 always share concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding officer.

3.1.16 always dress appropriately when working with children and not wear anything revealing or that is not practical for carrying out the tasks within your role.

3.2 You should not:

3.2.1 initiate physical contact however, if this is initiated by the child, do not pull away abruptly but do so gently, so physical contact is for the minimum amount of time.

3.2.2 invade a child's privacy whilst they are washing or toileting.

- 3.2.3** play rough physical or sexually provocative games.
- 3.2.4** use any form of physical punishment.
- 3.2.5** be sexually suggestive in the presence of or towards a child, even as a joke.
- 3.2.6** touch a child inappropriately or forcefully.
- 3.2.7** scapegoat, ridicule, reject or ignore a child, group or adult.
- 3.2.8** allow abusive peer activities (*e.g. initiation ceremonies, ridiculing or bullying*).
- 3.2.9** show favouritism to any one child or group.
- 3.2.10** allow a child or young person to involve you in excessive attention seeking that is clearly physical or sexual in nature.
- 3.2.11** give lifts to children or young people on their own or on your own.
- 3.2.12** smoke any substance, vape or consume alcohol in the presence of children or when responsible for them.
- 3.2.13** provide personal contact details to a child or young person such as mobile number, email or social media contact.
- 3.2.14** share sleeping accommodation with children.
- 3.2.15** arrange social occasions with children or invite them to your home outside of organised group occasions (*other than with the consent of parent, carers or guardians and where at least one other adult is present*).
- 3.2.16** allow unknown adults access to children (*visitors should always be accompanied by a known person*).
- 3.2.17** allow strangers and those who are not authorised to give children lifts.

3.3 Gifts

3.3.1 There may be occasions when children give you gifts. It is polite to accept a gift, but your group leader should be informed.

3.3.2 If you receive any gift of significant value e.g. more than £15.00, you should talk with your group leader about whether it is appropriate to accept it. As a rule, expensive gifts should not be accepted.

3.4 Whistleblowing

3.4.1 Speak out if you think any adult is or has behaved inappropriately towards a child. Speak to the group leader in the first instance if appropriate or alternatively a church, circuit or district safeguarding officer or statutory services.

3.5 Responding to child protection concerns

3.5.1 Do not try to deal with any child protection concern on your own.

3.5.2 Always tell your group leader and/or safeguarding officer and agree between you who will take what action and when.

3.5.3 If you are not sure if abuse of a child is involved, or if you have concerns about a child and you need someone to talk with, then you should contact your group leader or church, circuit or district safeguarding officer.

3.5.4 The local authority Children's Social Care Services Duty/Referral team are also a source of advice and support 24 hours a day.

3.5.5 Always make notes about a possible child protection incident or disclosure as accurately as possible and as soon as possible. *These should cover what has happened, in what context, and anything that seems particularly significant. Quote the child's words exactly where possible.*

3.5.6 Record the child's full name, age/date of birth, address, telephone number and GP. Remember to sign your notes and add your name, role, date of incident and date of recording. Ensure that all notes are kept in a safe and secure place.

3.6 Disclosure

3.6.1 If a child asks to talk in confidence do not promise confidentiality – you have a duty to refer a child/young person who is at risk to the statutory agencies. Always explain that you may have to involve other people to help ensure their safety.

3.6.2 Try to stay calm and not appear shocked.

3.6.3 Listen to the child attentively.

3.6.4 Allow the child to talk but do not press for information or ask leading questions.

3.6.5 Tell the child that they are not to blame for anything that has happened.

3.6.6 Reassure the child that they were right to tell.

3.6.7 Let the child know that other people will have to be told and why.

3.6.8 Try to explain what will happen next in a way the child can understand.

3.6.9 Reassure the child that they will continue to receive support when a referral has been made.

3.7 Immediate risk

3.7.1 If you encounter a child in a situation where they are in imminent danger, you should act immediately to secure the safety of the child. Seek the assistance of the police and then make a referral to the local authority Children's Social Care Services.

3.7.2 If a child needs emergency medical attention, this should be sought immediately and directly from the emergency services. Parents/carers, if available, should be kept fully informed.

3.8 If you suspect a child is at risk or has been abused

3.8.1 Agree with your group leader or safeguarding officer, who will make the referral.

3.8.2 Make an immediate telephone referral to the local authority Children's Social Care Services.

3.8.3 Make it clear from the first point of contact that you are making a child protection referral.

3.8.4 Describe the event or disclosure and give as much information about the child and family as you know e.g. the child's name, date of birth, address, telephone number and GP.

3.8.5 Follow up your telephone call with a completed referral form (*sometimes available on the local authority website*) or letter. If there is no acknowledgement within 48 hours, contact them again until you receive a response.

3.8.6 Remember that the child and family should, wherever possible, be informed about the referral unless to do so would put the child or another person at further risk. If you have serious concerns about the family being informed, the duty social worker will give you advice as necessary.

3.8.7 Be prepared to have further discussions with the social care team or the police investigation team.

3.8.8 Say if you do not want your details disclosed to the family.

3.8.9 For out of hours referrals, call the emergency social care team or where urgent, the police.

3.8.10 You may need support for yourself when dealing with a safeguarding incident, so do speak to someone about this but remember to maintain appropriate confidentiality.

3.9 Children and young people who self-harm or who have mental health needs

3.9.1 Some children and young people self-harm to help them express their emotions. Others may express thoughts of self-harm or suicidal intent.

3.9.2 If any child or young person expresses thoughts of suicide, advice should be sought immediately. The group leader should be informed, and discussions should take place about the need to inform parents/carers and involve other services.

3.9.3 If the situation is not urgent, consideration should still be given to contacting parents/carers and referring to appropriate agencies who can offer support.

3.10 Vulnerable Children and Young People

3.10.1 Some children and young people are more vulnerable than others to being victims of child sexual exploitation, human trafficking and modern-day slavery.

3.10.2 If it is suspected that a child or young person is affected by any of these issues, the group leader should be informed, and further advice sought from the DSO and statutory authorities.

3.11 Drug and Alcohol Use

3.11.1 Drugs and alcohol are strictly forbidden while participating in Methodist activities for young people. This applies to staff, volunteers, visitors, children and young people.

3.11.2 If drug or alcohol use is suspected, the group leader must be informed, and a discussion should take place about informing parents/carers.

3.11.3 Consideration should be given to the need to inform the police and for a referral to appropriate support services.

3.12 Bullying

3.12.1 Bullying can take place in any environment where there is an imbalance of power and control and may affect individuals of any age and in any circumstance.

3.12.2 This can have a devastating effect on those who are bullied and others inside and outside the church community.

3.12.3 The Church is committed to responding effectively to any safeguarding concern resulting from bullying.

Further information:

Positive Working Together: The Methodist Church
www.methodist.org.uk/positiveworkingtogether

Positive Working Together: A Short Guide:
www.methodist.org.uk/for-ministers-and-officeholders/guidance-for-churches/positive-working-together/introducing-positive-working-together/

3.13 Peer on peer abuse and contextual safeguarding

3.13.1 The Methodist Church recognises that as children become older, their circles of influence change and peers and other external influences in the community and online may become more significant.

3.13.2 The contextual safeguarding approach highlights the interaction between these different spheres and the potential for positive and negative outcomes.

3.13.3 Safeguarding is everyone's responsibility and therefore all those engaging with the Church should remain vigilant for indicators of abuse and commit to working with community and statutory partners to create a safer environment.

3.13.4 No individual agency or party is likely to have a full view of any situation, and so the Church can play a significant role in supporting young people who are at risk of peer on peer abuse, gang membership and sexual exploitation by sharing information and engaging with the community.

Further information:

Peer on peer abuse and contextual safeguarding
(developed by the University of Bedfordshire)

https://contextualsafeguarding.org.uk/wp-content/uploads/2020/03/Towards-a-Contextual-Response-to-Peer-on-Peer-Abuse_161013_170057.pdf

4 Additional guidelines for group leaders

4.1 In addition to the above the group leader should ensure that:

- health and safety requirements are adhered to.
- undertake risk assessments, take appropriate action in response to any identified risks or situations and keep records of any incidents of concern.
- keep the register and consent forms up to date.
- be aware, always, of what is taking place and who is present.
- create space for children to talk – either formally or informally.
- liaise with the safeguarding officer regarding good practice for safeguarding.
- always inform the safeguarding officer of any specific safeguarding concerns that arise (*the safeguarding officer will liaise with the DSO*).
- liaise with the Church Council/Circuit Meeting.

5 Good practice guidelines for church-sponsored activities for children and young people

5.1 Additional needs

5.1.1 Children and young people with additional needs should be supported to attend and be welcomed to the group.

5.1.2 Try to make the premises, toilets and access suitable for people with additional needs.

5.1.3 Ask the parent/carer and the child or young person about how best to meet their needs, and do not see this as the responsibility only of the child's parent/carer.

5.1.4 Monitor how the child /young person is managing and review as necessary with the parent/carer and child/young person.

5.1.5 If premises are being designed or refurbished, take the opportunity to anticipate the possible additional needs of future children and adults (*advice is available*).

5.1.6 Disability and equality legislation require organisations to take reasonable steps to meet the needs of disabled people, including children.

5.1.7 Ensure that at all times your behaviour and language is inclusive and non-discriminatory.

5.2 Consent

5.2.1 Consent to participate in activities needs to be from a parent or person with parental responsibility. In addition to this, where consent to take, store or

use images is sought, any young person who is 12 years or older should be asked for their consent, in addition to the person with parental responsibility.

5.2.2 You should record who has given consent for any specific activity and retain any consent forms.

Also see

Safeguarding Policy, Procedures and Guidance for the Methodist Church 6.7.1.1 in relation to images consent for 16-17 year olds.

5.3 Records

5.3.1 As part of initial registration for an activity, the following details should be obtained and updated annually:

- name and address
- date of birth
- emergency contact details
- medical information
- any special needs, including activities in which the child is unable to take part
- consent for emergency medical treatment

5.3.2 separate consent should be obtained for one-off events and activities (e.g. swimming) and for outings, weekends away, etc.

5.3.3 all personal details and consent forms must be stored securely and not shared with other children or adults unless it is legally permissible to do so.

Further information:

Safeguarding Policy, Procedures and Guidance for the Methodist Church Section 7.3 – information sharing guidance

5.3.4 Any group that includes children under the age of eight that meets for more than two hours a day in England must register with Ofsted unless they are exempt, *as detailed in Annex A of the Early Years and Childcare Registration Handbook.*

See

www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england.

5.3.5 It is an offence to provide such childcare without being registered or on premises that have not been approved.

5.4 Register

5.4.1 For all children and young people's activities, a register must be taken of those attending on each occasion.

5.4.2 The register should be retained securely for a period until all children and young people contained within the document reach the age of 21. If this is unknown, a standard retention period of 20 years from the creation of the document may be applied.

5.4.3 This should include:

- the date of the activity
- the type of activity
- a list of adults present
- a list of children/young people present.

5.5 Required staffing levels

5.5.1 It is the responsibility of the group leader to consider individual circumstances and arrange sufficient supervision to ensure the safety and effective management of all activities.

5.5.2 The following issues must be considered when determining appropriate numbers of helpers:

nature of activity	<ul style="list-style-type: none"> * what this involves * what tasks there will be for the children
duration of activity	
location	<ul style="list-style-type: none"> * size * layout of the room/outdoor area * identify any other relevant issues
first aid cover	
competence and experience of the staff	* staff should have the appropriate skills for the age they are working with
group gender	* if mixed, then staff members should also be mixed, where possible
any children with additional support needs e.g. physical disabilities, behavioural or mental health problems	*extra staff may be necessary

5.5.3 If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity.

5.5.4 Young people who are being encouraged to develop their leadership skills through helping, should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and

understanding. They should not be included in staff numbers for ratios unless they are over 18.

5.5.5 Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

Required Adult to Child Ratios		
<i>(as recommended by the NSPCC)</i>		
0 – 2 years	1 adult to 3 children	1:3
2 – 3 years	1 adult to 4 children	1:4
4 – 8 years	1 adult to 6 children	1:6
9 – 12 years	1 adult to 8 children	1:8
13 – 18 years	1 adult to 10 children	1:10

5.5.6 There should be a minimum of two adults present at any activity (*it is recommended that there be at least one male and one female*) in line with the ratios above.

5.5.7 Staff ratios should also be based on a risk assessment e.g. increased ratios for outdoor or activities.

Further information:
Safeguarding Policy, Procedures and Guidance for the Methodist Church
Section 6.3.5 – required staffing levels

5.5 Mixed age activities

5.6.1 Care should be taken to ensure that children in mixed-age activities such as choirs, music and drama groups are supervised. DBS checks are not required for adults in those groups who do not have specific responsibility for children.

5.6.2 Separate changing facilities should be provided when needed for adults and children and different genders. Children should be supervised only by those authorised to do so.

5.7 Safe environment

5.7.1 Display, in a prominent place where children and young people can see it, both the Childline telephone number (0800 1111) and, for parents, the Family Lives number (0808 800 2222).

5.7.2 Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location.

5.7.3 Insurance, first aid kits and fire precautions should be checked, and a health and safety check should be completed regularly with reference to the following minimum standards.

5.8 Venue

5.8.1 Meeting places should be warm, well-lit and well ventilated. They should be kept clean and free of clutter.

5.8.2 Fire exits should be checked regularly and clearly marked. The fire exits should not be blocked or obstructed.

5.8.3 Electric socket covers must never be used as they present a safety hazard.

5.8.4 Toilets and hand basins with hygienic drying facilities should be easily available.

5.8.5 Appropriate space and equipment should be available for any intended activity.

5.8.6 If food is regularly prepared for children on the premises, the facilities will need to be checked by an Environmental Health officer and a food handling and hygiene certificate acquired.

5.8.7 Children's packed lunches should be kept refrigerated. Drinks should always be available.

5.8.8 Groups must have access to a phone to call for help if necessary.

5.8.9 Adults should be aware of the fire procedures. Fire extinguishers should be regularly checked, and smoke detectors fitted throughout the premises. A fire drill should be carried out regularly.

5.8.10 Unaccompanied children and young people should be discouraged from walking along dark or badly lit paths in or outside of the premises.

5.9 First aid kits and accident books

5.9.1 A first aid kit and accident book should be available on the premises. The contents of the first aid kit should be stored in a waterproof container and be clearly marked.

5.9.2 Each group should designate one worker to check the contents at prescribed intervals.

5.9.3 All staff and volunteers should be encouraged to have some first aid knowledge and the church or circuit should facilitate access to first aid training.

A list of first aiders should be compiled and kept available.

5.9.4 All accidents should be recorded in an accident book.

5.10 E-safety

5.10.1 Ensure that all electronic communications are appropriate and professional.

5.10.2 If using e-technology as a group activity, ensure that an adult worker knows and understands what is happening within the group.

5.10.3 Do not make any relationship with a child (*other than family members*) through a social networking site.

5.10.4 Maintain a log of all electronic contact with individuals or groups, including messaging and texting.

5.10.5 Ensure that parents or carers are aware of what their children or young people are doing and have given written permission in advance.





5.10.6 When demonstrations are being given, plan beforehand to ensure that all websites visited have material that is appropriate for the age group taking part. Children and young people should be regularly informed and reminded of safe Internet use and accessing social media. If they have any concerns or fears, they must be encouraged to access websites such as NSPCC or Childline or talk to an adult.

Further information:

<https://www.net-aware.org.uk/>

for keeping up to date with online safety issues

5.10.7 Where children and young people are given access to undertake their own searches on the Internet, certain search engines are recommended: *see below*

	<p>www.kiddle.co Kiddle: a safe visual search engine for children</p>
	<p>Wacky Safe: Microsoft app that is specially made for PCs and Android phones</p>
	<p>www.alarms.org/ kidrex/ KidRex: independent organization that claims to be kid-centric with their “safe search for kids, by kids” slogan.</p>
	<p>www.safesearchki ds.com Safe Search Kids: a download that is also available as an app</p>

6 Transporting children on behalf of the church

6.1 Drivers

6.1.1 All those who drive children on church-organised activities should have held a full and clean driving licence for over two years.

6.1.2 Drivers who are not children's workers should be recruited for the task through the normal recruitment process.

6.1.3 Any driver who has an endorsement of six points or more on their licence should inform the group.

6.1.4 Any driver who has an unspent conviction for any serious road traffic offence should not transport children for the Church.

6.1.5 Drivers must always be in a fit state (*i.e. not overtired, not under the influence of alcohol, not taking illegal substances and not under the influence of medicine, which may induce drowsiness*).

6.1.6 Drivers of church-owned vehicles should provide a copy of their driving licence on an annual basis or provide consent and relevant details for a check to be made via the government website.

6.2 Private cars

6.2.1 Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.

6.2.2 All vehicles that carry children for church activities must be covered by a comprehensive insurance policy for both private and business use. They should have up-to-date road tax and where applicable, MOT. The insured person should

make sure that their insurance covers the giving of lifts relating to church-sponsored activities.

6.2.3 All cars that carry children must be in a roadworthy condition.

6.2.4 All children must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children should not be carried.

6.2.5 At no time should the number of children in a car exceed the prescribed passenger number.

6.2.6 There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car. A signed and dated record must be kept of the reasons for this.

6.3 Minibuses/coaches

6.3.1 Before using a minibus, ensure the driver knows the most up-to-date regulations for its use and has had a trial drive.

6.3.2 Ensure the driver's licence covers the vehicle group they are intending to drive.

6.3.3 Workers/helpers should sit amongst the group and not together.

6.3.4 The driver should stop the vehicle when safe to do so should noise or behaviour be getting out of control, until calm is restored.

7. Attendance issues

7.1 Unaccompanied children

7.1.1 The Methodist Church welcomes those of all ages and is keen to attract children and young people.

7.1.2 It is advisable that children under the age of 11 years should be taken to and collected from church or a church activity. If a child is over 11 years of age, it remains the responsibility of their parent/carer to ensure they are cared for, arrive and leave church safely.

7.1.3 If a child were very young, it would not be appropriate for them to attend church or any activities on their own. This would be regarded as neglect on the part of their parent or carer.

7.1.4 On occasion, a child may be sent to church, or decide to attend an activity, alone without prior arrangement. If this occurs then where possible, someone who has been cleared to work with children in regulated activity should:

- make them welcome and reassure them that they are not at fault.
- confirm their name(s) and try to find out who the parent/carer is and their contact details.
- if the child says anything that suggests there may be a safeguarding issue, the district safeguarding officer should be contacted for guidance.

7.1.5 If there are no safeguarding concerns that involve the parent/carer, contact them and discuss the following topics:

- confirm the child's location and that they are safe.
- provide details of the party who is looking after them and the activity the child has come to attend.
- get permission for the child to remain.

- provide a consent form and request that they complete it as soon as possible.
- obtain contact information for the child's next of kin and details of allergies or other health conditions.
- ensure that the parent/carer is made aware of the time the activity finishes and encourage them to collect their child at this time. Highlight the normal dropping off and pick up points for the activity.

7.2 Children under 11 years old who regularly attend alone without prior arrangement

7.2.1 If there do not appear to be any safeguarding issues and the child is routinely attending church on their own, parents/carers should be contacted so a discussion can take place.

7.2.2 The reasons for their lone attendance should be discussed together with any safety implications and other options for escorting them should be explored.

7.2.3 If it is not possible to avoid lone attendance, a risk assessment should be undertaken in conjunction with parents/carers and the DSO to consider whether this can be supported in the local church. The following areas should be considered:

- how the child would get to and from church
- their level of maturity
- the child's wishes and feelings
- the views of parents/carers
- the availability of staff or volunteers who are cleared to undertake regulated activity to escort the child
- any risks that may arise from lone attendance and how they might be minimised

- consideration of any persons who might present a risk on site e.g. those with relevant safeguarding contracts.

7.2.4 Where the outcome of the assessment suggests that the organisers of the activity can support lone attendance, arrangements should be agreed and recorded. Parents/carers should provide written consent for these arrangements.

7.2.5 If the outcome suggests that lone attendance cannot be supported, other alternatives in the locality should be considered.

7.3 Children not collected from an activity

7.3.1 Church leaders should not be expected to be responsible for, or transport, children unless this has been arranged and agreed beforehand. The required provisions around the transportation of children must be followed if this becomes necessary.

7.3.2 Where a child is not collected from an activity without prior agreement, the parent or carer should be contacted to confirm whether it is safe for them to go home unescorted.

7.3.3 If both the parent/carers and activity leader deem it is safe for them to go alone, the child should be given details of the activity. The parents/carers should be invited to discuss future arrangements.

7.3.4 If a child is already at church or the activity and the parent/carers is insistent that their child can attend and return home on their own and you do not feel that this is appropriate you should contact your DSO. They will give you advice on what to do next. If you are unable to get in touch with your DSO and the situation cannot wait, children's social care should be contacted for advice.

- 7.3.5** In the event the parent/carer cannot be contacted, follow the steps for “Unaccompanied children” above and contact the police to report the child as missing from home. If there are safeguarding concerns explain these to the police.
- 7.3.6** Keep trying to contact the parent/carer unless the police advise you otherwise.
- 7.3.7** Two church leaders should always remain with a child in these circumstances.
- 7.3.8** If there is a risk that the child may run away before a parent/carer or social care staff arrive then do not share with the child that the parent/carer has been called and:
- Make a note of their physical appearance including what they are wearing in case they run away and the police have to search for them.
 - consider moving to a place in the building that is less open so they cannot easily abscond
 - Offer activities to keep the child occupied
- 7.3.9** If the child leaves the premises do not follow the child if possible as this can make their behaviour more unpredictable and therefore dangerous e.g. with traffic etc.in their attempt to get away.
- 7.3.10** Church staff should not leave the premises until all children have departed.

Appendix 1 – Important telephone numbers

Local agencies

Police (<i>all non-emergency enquiries</i>)	101	www.gmp.police.uk/
If someone is at immediate risk	999	
Local Children’s Social Care – referrals Working Hours Outside of Email		
Local Hospital –		
Local Safeguarding Children Board – information for parents		

Support and Advice Organisations

Childline	0800 1111	www.childline.org.uk
Family Lives (Helpline for parents)	0808 800 2222	www.familylives.org.uk
YoungMinds (parents’ helpline, mental health)	0808 802 5544	www.youngminds.org.uk
Papyrus Hopeline (suicide support or young people)	0800 068 4141	www.papyrus-uk.org/hopelineuk
FRANK (drug and alcohol support)	0300 123 6600	www.talktofrank.com

District, Circuit and Church Contacts

District Safeguarding Officer	Helen Bolton	07498 800427
Circuit Safeguarding Officer		
Church Safeguarding Officer		

Appendix 2 – Use of Photography and Video: Information Sheet for Parents and Carers *approved by the Methodist Church November 2019*

This can be accessed online at

<https://www.methodist.org.uk/media/15565/use-of-photography-and-video-information-sheet-and-consent-form-for-parents-and-carers-updated-nov-2019.docx>

Use of Photography and Video

Information Sheet for Parents and Carers

Name of Activity/Event

The Methodist Church is committed to the safeguarding of children and young people during their engagement with church activities. We take great care recording, using and storing images of children and young people while they take part in church activities. The intended use of for any images and arrangements for storage will be indicated on the consent form. We have obligations under the General Data Protection Regulation, Data Protection Act 2018 and the Safeguarding Policy, Procedures & Guidance for the Methodist Church to make you aware of this information and to request your consent for the use of images of the child or young person under your care.

Why are photographs and film of children and young people taken at church activities?

- a) The recording of film and taking of photographs encourage wider participation in activities and keep church communities in touch with what different groups are doing.
- b) Images taken at events allow parents and carers to feel connected to children/young people taking part in church activities.
- c) In some activities, e.g. drama, video may be taken to help those involved develop their skills.

Who should give consent?

Age of Child or Young Person	Consent Required
0-11 years	parent or carer
12-18 years	parent or carer & young person
16-18 years, living independently or estranged from parents	young person & social worker, youth worker or appropriate adult

The Methodist Church supports the empowerment of young people in making choices and about the use of their images. This applies to all young people 12 years or older who have the capacity to understand the information and make an informed choice. It will be in addition to the requirement for parent, guardian or carer consent. There is an information sheet and consent form for young people.

The consent form must be completed and returned to the person named below, prior to involvement in activities for which your consent has been sought.

If there is any doubt as to whether consent has been given, images will not be taken of the child or young person during the activity to avoid any risk to their safety. Where it is not possible to do this, a decision may be taken to restrict all photography and video to ensure children and young people are protected. Parents and carers are therefore encouraged to submit consent forms as early as possible to avoid this outcome.

Can parents, carers and guests at Methodist Church activities take photographs and video?

While the use of images from Methodist Church events may be a valuable source of happy memories, there is a potential for images to be misused or for information to be shared with others inadvertently that may put a child or young person at risk. Therefore, we ask parents, carers and guests who are present to confirm that they will support safeguarding by following the procedures for that activity about personal photography and video. These

requirements may vary depending on the event and the safeguarding needs of the group involved. Where restrictions are in place, you will be informed by prior written notice, verbal briefing or written notice at the activity. A decision to restrict recording of images is not taken lightly and we ask all parents, carers and guests to support us, if this becomes necessary.

Where personal photography/video is permitted, parents, carers and guests should adhere to the following procedure:

1. Consent should be obtained from other parents or carers and the young person (if 12 years or older) about the use of images.
2. Social network and computer privacy settings should be checked to ensure that images of children are not made available to an unrestricted public audience.

The following measures are taken to safeguard children and young people at Methodist Church activities:

- Any captions for photographs will not contain the names of individual young people.
- Group photos will be used rather than images of individuals where possible.
- Appropriate consent will be obtained prior to an activity taking place.
- Images will only be taken or used of young people in appropriate clothing for the activity, undertaking activities that will portray them and the Church in a positive light.
- Where external media or photographers are present, they will be notified of safeguarding policies and procedures. They will not be left in unsupervised, sole contact with a child or young person and will wear an I.D. badge.
- No external party will be allowed unsupervised access to young people while taking images or speaking to children and young people.
- Photographs and video recordings will be stored securely in a password-protected folder on an encrypted system which is only accessible to appropriate and necessary parties. Images will not be retained on any personal, mobile storage devices.

Please contact the named person below, a Methodist Church safeguarding officer or minister in the following circumstances:

- if you are aware of a situation where a child or young person could be at risk if photographed or filmed
- if you become aware that images of a child or young person in a Methodist context are being used inappropriately
- if you have any queries relating to the production, storage or use of images of children and young people.

Name:

Role:

Email:

Phone:

Name of Activity/Event

Use of Photography and Video Consent Form for Parents or Carers

Name of young person: _____

Date of birth: _____

To be completed by legally recognised parent or carer:

****delete as appropriate***

I consent to ****photography/video*** being taken of the child/young person named above for the following purposes:

Please tick the relevant boxes below:

- sharing photographs on a church controlled, social media site
- newsletters and updates to Methodist Church audiences
- supply to external media organisations for promotion of the activity
- for the promotion of Methodist church ministry with and amongst children and young people
- other *(add details of other purposes according to the nature of the event)*

OR

- I do not wish to consent to ***photography/video** being taken of the child/young person named above.
- I confirm that I have read the information contained within the *Use of Photography and Video Information Sheet*.
- I understand that that the images of my child captured in the video recordings and/or photographs will become the intellectual property of the organisation taking them and copyright will be retained by them.
- I agree to comply with the requirements relating to personal video recording/photography in place for the activity.

Signature of parent/carer: _____

Name (in block capitals): _____ Date: _____

If the young person is aged 12 years or older, they should be provided with the information sheet for young people and asked to provide their consent.

Appendix 3 - Use of Photography & Video Information Sheet for Young People *approved by the Methodist Church November 2019*

This can be accessed online at

<https://www.methodist.org.uk/media/15563/use-of-photography-and-video-information-sheet-and-consent-form-for-young-people-12-and-over-updated-nov-2019-v2.docx>

Use of Photography & Video

Information Sheet for Young People - 12 Years and Older

Name of activity/event

This information sheet asks you whether you are happy for us to take photographs or video of you during **(add name of event/activity)**. You have a choice. If you are 12 years or older, we will ask you and your parents or carers if you agree to this. Please let us know what you want by filling in this form.

The leaders of your activity and the Methodist Church must follow certain rules about how they will use pictures or video images of you and how they will be stored. You can ask the activity leader or your parents or carers if you want to know more about this.

Activity leaders may ask you not to take your own photographs or video to protect other children and young people or so you and others can take part in the activity without being distracted. Some people do not like to be photographed or videoed and it can make them feel uncomfortable. It is important that you listen to the activity leader and help them to keep everyone safe and happy.

Please think carefully about what messages and images of others you put on social media. It is very easy to say something hurtful or put a video online, which makes someone else feel upset. When this is shared with many users, it can make the person feel lonely and unhappy. Sometimes it can make them feel ill and not want to be part of activities.

You can help others and show you care by:

- taking a minute to think before pressing the send or post button
- telling an adult if you see something online about someone you know, which might make them unhappy.

If you are worried about something you see online, speak to your youth leader, minister or safeguarding officer. They will be able to talk to you about it and suggest what to do.

Use of Photography and Video Agreement

Young Person 12 Years or Older

Name of activity/event

Your name: _____

***Cross out the words and tick the boxes below to show how images of you can be used.**

I have read the *Use of Photography and Video Information Sheet for Young People*.

I ***agree/do not agree** that ***photos/video** can be taken of me for the following purposes:

- sharing photographs on a church controlled social media site
- newsletters and updates to people in the Methodist Church
- given to outside media companies such as television, radio, newspapers and magazines to promote the activity

other *(add details of other uses linked to the nature of the event)*.

I agree to think carefully about how others may feel about images before I post them on social media. I understand that sometimes I may be asked not to take images or post updates by the organisers of activities.

Your signature: _____ Date:.....