

The code outlines the conduct that is expected of anyone undertaking duties with adults within the Methodist Church.

Code of Safer Working Practice with Adults

Connexional Year 2020 - 21

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

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Code of Safer Working Practice with Adults

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 Although there is not an explicit requirement within the Methodist Safeguarding Policy above that every local church and circuit working with adults has such a code, this document has been drawn up and approved by the Manchester and Stockport District Safeguarding Group for use across the District.

1.2 This is based on Section 6.4: Code of safer working practice with adults from the policy above. However, some churches/circuits may need to make local modifications, including details for local hospitals and social care services at Appendix 1.

1.3 For anyone engaged in coordinating pastoral care across the District it would be useful to read this alongside the document *“Local Guidance: for good practice in pastoral care Connexional Year 2020-21”*.

1.4 This document is also consistent with the Code of safer working practice with children and young people.

2 The Code

2.1 The code outlines the conduct that is expected of anyone undertaking duties with adults within the Methodist Church, particularly those who may be vulnerable.

2.2 The content of this code forms part of the Safeguarding Policy, Procedures and Guidance for the Methodist Church which are therefore required practice.

2.3 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 adults, particularly those who are vulnerable, from abuse and mistreatment and minimise the likelihood of unfounded allegations against those who are involved in youth work.

2.4 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.

3 Appropriate Conduct

3.1 You should:

3.1.1 Treat all adults with respect and dignity.

3.1.2 Ensure that your own language, tone of voice, and body language are respectful.

3.1.3 Respect the privacy of an adult who is washing or toileting.

3.1.4 Record any incidents of concern and share the information with your group leader, sign and date the record.

3.1.5 Share concerns about an adult or the behaviour of another worker with your group leader and/or safeguarding officer.

3.2 You should not:

3.2.1 use any form of physical punishment or restraint (other than car seat belts)

3.2.2 be sexually suggestive about or to an adult, or scapegoat, ridicule or reject an adult or group

3.2.3 permit abusive peer activities (e.g. initiation ceremonies, ridiculing or bullying)

3.2.4 show favouritism to any one adult or group

3.2.5 allow an adult to involve you in behaviour that is overtly physical or sexual

3.2.6 allow unknown adults access to adults deemed at risk of harm - visitors should always be accompanied by a known person

3.2.6 allow strangers to give lifts to adults in your group.

4 Visiting adults at home

4.1 Most visits to adults in their own home will be straightforward as they will be well known to the church. However, when visiting someone new for the first time, visitors should let someone else know whom they are visiting (and when).

4.2 Visiting in twos may be advisable, especially if the adult lacks capacity. It is also advisable to take a mobile phone.

4.3 Do not call unannounced; prearrange the visit, telephoning the person in advance of arrival if appropriate.

4.4 Be clear about what support can be offered and check back with the church if uncertain.

4.5 Any referrals for further support should preferably be made by the individual themselves and always with their agreement if they are unable.

4.6 Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact.

4.7 Never offer 'over the counter' remedies to people on visits or administer prescribed medicines, even if asked to do so.

4.8 Do not accept any gifts from adults to avoid misunderstandings or allegations from the person or their family. If someone wants to make a donation to the church,

put it in an envelope, mark it on the outside as a donation and obtain a receipt from the treasurer.

See also:

**Safeguarding Policy, Procedures and Guidance for the
Methodist Church in Britain**

Section 6.13 – Financial Integrity p113

4.9 Pastoral visitors should record the date they visit people, report back to the pastoral secretary and say what is concerning or going well.

4.10 The pastoral secretary will report any safeguarding concerns to the minister and safeguarding officer as appropriate and agree what action should take place and who should record the incident.

***Further information for those coordinating Pastoral Services
can be found at:***

**Manchester and Stockport Methodist District Local Guidance
for Good Safeguarding Practice in Pastoral Care Connexional
year 2020-21**

5 Additional guidelines for group leaders

5.1 In addition to the above the group leader should ensure that health and safety requirements are adhered to.

5.2 Undertake risk assessments, take appropriate action in response to any identified risks or situations and keep records of any incidents of concern.

5.3 Keep the register (where required) and consent forms up to date.

5.4 Always remain aware of what is taking place and who is present.

5.5 Create space for individuals to talk – either formally or informally.

5.6 Liaise with the safeguarding officer regarding good practice for safeguarding.

5.7 Always inform the safeguarding officer of any specific safeguarding concerns that arise (*the safeguarding officer will liaise with the DSO*).

5.8 Liaise with the Church Council/Circuit Meeting.

5.8 Ensure that relevant privacy notices have been supplied where data is being processed.

Appendix 1 – Important telephone numbers

Local agencies

Police (<i>all non-emergency enquiries</i>)	101	https://www.gmp.police.uk/
If someone is at immediate risk	999	
Adult Safeguarding Team		
Local Hospital		
Adult Safeguarding Board		

Support and Advice Organisations

Greater Manchester Domestic abuse helpline	0161 636 7525	Mon – Fri, 10am – 4 pm excl. bank holidays
Age UK	0800 055 6112	www.ageuk.org.uk/
Independent Age – <i>for older people, including advice about care, money and health</i>	0800 319 6789	Email: advice@independentage.org
Carers Direct – <i>for carers</i>	0300 123 1053	Helpline and webchat open Monday to Friday, 9am to 8pm and weekends, 11am to 4pm
Action on Elder Abuse <i>(Hourglass)</i>	0808 808 8141	https://wearehourglass.org/
PoHWER <i>For adults who lack capacity, advice can be obtained from IMCAs (Independent Mental Capacity Advocates)</i>	0300 456 2370	https://www.pohwer.net/independent-mental-capacity-advocacy-imca

District, Circuit and Church Contacts

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