

South East District Safeguarding Officer:

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As the new Connexional year is approaching, here is a reminder of various policies and procedures applicable to your church activities. The church council has overall responsibility for the implementation of these documents.

Please click on the links to open them – or copy and paste the link into your search engine. Your computer may query whether you trust the site – please click ‘allow’ to continue to the page(s).

For all volunteers and employees:

Safer recruitment, DBS, role descriptions & forms

<https://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/recruitment-dbspvg-forms-etc/>

DBS guidance

<https://www.methodist.org.uk/media/7253/safer-recruitment-guidance-january-2018.pdf>

For lay employment:

District & Connexional guidance

<https://methodistsoutheast.org/lay.php>

District lay employment adviser – via District office

Peter Flower – 01293 813970

For all bookings in your church building(s):

TMCP licence agreement

<https://www.tmcp.org.uk/kcfinder-uploads/files/standard-licence.pdf>

Template booking form

<https://www.tmcp.org.uk/property/letting-property-and-third-party-use/resources/standard-documents-and-forms/template-booking-form>

Flow chart

<https://www.tmcp.org.uk/kcfinder-uploads/files/licence-flow-chart.pdf>

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For all church-run events – relating to children & adults; current, new, one-off:

Events planning - sections 6.5 and 6.6 of the Connexional Safeguarding Policy; section 6.5.5, outlines the aspects that should be considered in an event risk assessment

<https://www.methodist.org.uk/media/7868/methodist-safeguarding-policy-procedures-and-guidance-0518.pdf>

Methodist Insurance events risk assessment proforma (follow the link at the bottom of the page)

<https://www.methodistinsurance.co.uk/risk-management/health-and-safety-advice/index.aspx>

For hosting residential youth events

<https://www.methodist.org.uk/our-work/our-work-in-britain/children-and-youth/the-well-for-workers/well-resources/organising-events/>

For fire safety – government guidance applicable to church building(s):

General assessment of church building(s)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/422195/9294_Small_Mediumt_v2.pdf

Hosting residential stays

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/422192/9281_Sleeping_Accommodation_v2.pdf

For training:

Training information & resources

<https://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/training/>

Foundation Module list of attendees

<https://www.methodist.org.uk/media/4317/css-foundation-module-required-attendance-list-2019.pdf>

Advanced Module list of attendees

<https://www.methodist.org.uk/media/12526/css-advanced-required-attendance-list-2019-updated-2019.pdf>

Advanced Module dates – see district calendar; please contact the hosting circuit to book a place

<https://methodistsoutheast.org/calendar.php>

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For record keeping/recording:

Data protection/GDPR guidance relating to safeguarding & information sharing –
Connexional Safeguarding Policy sections 4.1, 4.2, 5 & 7.3

<https://www.methodist.org.uk/media/11827/methodist-church-safeguarding-policy-procedures-and-guidance-april-2019-word.pdf>

Privacy notices – safeguarding

<https://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/policies-procedure-and-information/forms/>

Privacy notices – training

<https://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/training/safeguarding-training-participants-privacy-notice/>

General church data protection/GDPR guidance (not safeguarding)

<https://www.methodist.org.uk/for-ministers-and-office-holders/guidance-for-churches/data-protection/>

For model church & circuit safeguarding policies:

Follow the link from this page

<https://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/policies-procedure-and-information/policies-and-guidance/>

For information about the Past Cases Review:

<https://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/courage-cost-and-hope-past-cases-review/>

For further information regarding policy & procedure, not specified above:

Methodist website – safeguarding section

<https://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/>

Connexional Safeguarding Policy

<https://www.methodist.org.uk/media/11827/methodist-church-safeguarding-policy-procedures-and-guidance-april-2019-word.pdf>

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Please ensure that your church safeguarding policy is updated annually and a copy is forwarded to your circuit safeguarding officer. A hard copy of your church safeguarding policy should be prominently displayed in church, and provided to all hiring parties.

Please let me know of any queries arising regarding the policy and procedure outlined above.

Philippa