

Beeston Methodist Church

Guidelines for groups

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. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of children, young people and vulnerable adults.

All groups should be aware of the Beeston Methodist Church's safeguarding policy and the Beeston Methodist Church guidelines on photography, email, texting, the internet and social media.

(Copies of this policy and guidelines can be found at www.beestonmethodist.church or by contacting BMC Safeguarding Officer at safeguarding@beestonmethodist.church)

It is good safeguarding practice that:

- At least one member of the group has attended the "Creating Safer Space" safeguarding training.
- A register of both adults and children should be taken on arrival in case of the evacuation of the premises. All adults should be aware of the designated meeting place in case of evacuation.
- No helpers should ever be alone with a child/children.
- If parents are not attending with their children there must be a minimum of two adults, preferably one male and one female with the group. These adults should not be related to or in a relationship with each other. These adults will need to have been DBS checked and completed the correct safeguarding forms. Correct adult:child ratios must be maintained at all times (0-2yrs 1:3, 2-3yrs 1:4, 4-8yrs 1:6, 9-12yrs 1:8, 13-18yrs 1:10). It is advisable that at least one helper has First Aid training.
- If meals are to be prepared at least one helper must have a current (less than 5 years old) Basic food hygiene certificate. Food allergies need to be taken into account.
- No children under the age of 11 should be allowed in areas where hot drinks or hot food is being prepared.
- Photographs that include children should only be taken with the permission of both the child and their parent or carer. Photographs of individual children should not be used in any publications or posted on social media. Group photographs may be used with parental permission with no names attached. For more information refer to Guidelines on photography.
- If members of the group are contacted via email it is good practice to use the blind (BCC) option. For more information refer to guidelines on email and text messaging.
- When taking the group on a trip, it is good practice to have a list of emergency contact numbers of the people on the trip a copy of which can be left with a responsible person not on the trip in case of any emergency. Where children or young people have to be transported by car or minibus arrange, as far as possible, there should be more than one passenger in the vehicle. Where this is not possible the remaining passenger should sit in a rear seat. Children should only be transported with the written permission of their parent or guardian. For more information refer to guidelines on transportation of children, young people and vulnerable adults.

What to do if...

You have concerns about possible abuse, including allegations:

1. In an emergency, respond immediately. Consult BMC safeguarding officer and decide together whether to seek advice or to make a referral.
2. Keep a record of what happened, your concerns and your actions.

A child or young person wishes to disclose that they have been abused:

1. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them we need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times, events and when you are told.
6. Report to BMC Safeguarding officer email safeguarding@beestonmethodist.church
7. Only tell those who need to know.