**Safeguarding Policies: Frequently asked questions** May 2019

**Q:** The Safeguarding Policy requires you to fill in a Complaints Officer (usually the minister of the church) and a second contact (usually the Circuit Superintendent- Keith Albans). Who should you put for the second contact if the superintendent is minister of your church?

**A:** This will be checked, but probably the Chair of District (Leslie Newton). There should always be two separate people who you can go to for complaints, in case the first Complaints Officer is not available or in case of a complaint about the Complaints Officer.

**Q:** If you are organising a trip to a venue or activity that has conducted its’ own risk assessment for groups using the venue/ activity, do you still need to do your own risk assessment?

**A:** Yes. The venue will only have risk assessed the risks from using its’ facilities. You can refer to their risk assessment but will still need to conduct your own to cover (for example) travel to and from the venue, risks to individuals with particular needs (e.g. allergies, physical or learning disabilities), people becoming separated from the group etc.

**Q:** If children are accompanied to a trip or event by adult family members, who is responsible for the children and their safety- the church or the family?

**A:** Parents/ carers always have primary responsibility for their child’s safety. However there may be circumstances where the church leaders would have to step in to ensure the safety of the wider group- for example a parent might be happy to let a child leave a bus to get sweets, but the church leaders might have to stop it to ensure the rest of the group left on time.

**Q:** We require Local Preachers and Worship Leaders to be trained in safeguarding and to have had DBS checks, because we recognise those leading services are seen as representing the church and will probably be considered as ‘safe’ adults by children and vulnerable adults. As more ‘ordinary’ members of the congregation get involved in leading services due to increasing ‘Own Arrangement’ services, how to we manage the fact that there is no defined group of people who are leading services?

**A:** This is something we will investigate and report back on.

**Q:** What counts as ‘regular’ supervision and reviews of workers?

**A:** Workers are anyone who carries out a role on behalf of the church, paid or volunteer.

As an example, Poppleton decided to carry out an annual review of all those holding a role for which they were responsible to the church council. A letter was sent to all those included, explaining the process and why it was taking place and inviting them to attend one of two coffee mornings at which each person met with the reviewer one to one for about fifteen minutes. They completed a short form which helped identify what they valued about their role as well as any problems or difficulties. The review discussion enabled these to be talked about and ways to resolve them suggested.

Those taking part in the review generally felt it had been a very helpful process, and felt affirmed in their roles.

While this only covered roles appointed by the church council, it would be advisable to extend it to all ‘helper’ roles- this could perhaps be done by the team leaders carrying out reviews for their teams, while the team leaders are reviewed by the church council.