



# Safeguarding Policy

**November 2024**

This policy is due for review November 2025

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## Section A: Safeguarding Statement

MET:Revive is committed to creating a healthy volunteer, employee and member environment. We want everyone who comes into contact with us to feel safe, valued, and cared for. We believe that each person is made in the image of God, and as a result have an inherent dignity and value.

We also recognise that we live in a sinful world, where human beings rebel against God and his ways for us, and harm one another in innumerable ways. We believe that we are all capable of falling into sin, but we believe in the good news that God offers us forgiveness and new life if we will receive Jesus Christ as our saviour and Lord. We believe that when we submit to God and allow him to work in us by his Holy Spirit, we will grow in our faith and gradually become more like Jesus. Our greatest purpose and joy is to be in relationship with God, and to know his transforming work within us, giving us the power to change and become more Christlike; living lives that glorify God.

As we journey and grow together in this life of faith, we recognise that we are not perfect and that at various times we will all have to both offer and seek forgiveness. We do, however recognise that within our organisation there is the opportunity for individuals or groups to harm, abuse, or exploit others. As a Christian charity we stand against any misuse of power, abuse, harassment exploitation or other forms of harm. We all have a responsibility to care for and protect our employees, executive body and members. To support this, we have implemented policies, procedures, codes of conduct and systems that support the positive culture that we seek to create by ensuring that those responsible for leading safeguarding within MET:Revive are competent and that our safeguarding arrangements are effective.

We encourage a culture where concerns about the way that individuals or groups have been treated, or about anything that we do as a charity, can be raised openly. When concerns are raised, we commit to examining them carefully and impartially, establishing truth and upholding justice for all involved. We strive to reflect, learn, and grow as we consider such concerns; particularly where we fail to meet the standards that we have set for ourselves. Any concerns can be raised with our Safeguarding Lead; contact details are listed on our website. Our safeguarding policy and procedures are available on our website.

## Section B: Our Context

MET:Revive is a charity registered with the Charity Commission of England and Wales [Charity number: 1196407](#). We are a renewal movement which is Bible-based and prayer-focused. We exist to equip, encourage, and support evangelicals in Methodism. We unite and represent evangelicals at every level within Methodism. We uphold the authority of the Bible and the centrality of the Cross. We pray for Revival and Spiritual Renewal. We encourage Evangelism through Relationships, Prayer and Action.

MET:Revive has a formal membership, all of whom have to be members of The Methodist Church in Britain. Our Trustees and Executive Committee are drawn from our membership.

We fulfil our mission through prayer meetings, preacher training events, seminars and conferences, and the publication of a tri-annual magazine. We do not undertake regulated activities.

# Section C: Safeguarding Policy

## Purpose

This policy outlines our moral and legal responsibilities and sets out our commitments in light of those responsibilities. It aims to establish a framework and appropriate standards that apply to charity and to support the trustees in their responsibilities to safeguard everyone who engages with MET:Revive, with a specific focus on those who have particular vulnerabilities.

## Scope

The requirements of this policy apply to everyone who acts for MET:Revive whether staff or volunteers. It applies to all the official activities of the charity.

## Our responsibilities and commitments

### 1. General duty of care.

We recognise that we have a general duty of care to everyone who is involved in the life of our charity. We therefore commit to:

- a. Ensuring that we identify and manage risk appropriately through our policies and procedures, our risk register and our risk assessments.
- b. Developing, monitoring, and maintaining a culture that is healthy and nurturing across all areas of our charity's work. This includes promoting the spiritual, physical, emotional, psychological, and social wellbeing of those who engage with us.

### 2. Those who are vulnerable.

We recognise that we have a particular responsibility to those who are more vulnerable including children and young people (i.e. those who are under 18 years of age), adults with care and support needs, and adults at risk of abuse / in need of protection (As defined in the 2014 Care Act). This is a responsibility under God who commands us to protect and care for the weak and vulnerable.

We therefore commit to:

- a. Establish proportionate safeguarding arrangements.
- b. Develop a culture that is protective and healthy.
- c. Ensure that our approach to safeguarding is shaped by our biblical values and that it is fully legally compliant and in line with safeguarding best practice.

### 3. Dignity and respect.

The Bible teaches us that all human beings, including unborn children, are made in God's image and therefore have intrinsic value to him. We therefore commit to:

- a. Treat everyone who engages with us as loved by God and precious in his sight.
- b. To treat everyone as equal in God's sight, showing neither fear nor favour.

### 4. Sin and the fall.

The Bible teaches us that since Adam and Eve fell into sin, all human beings have a sinful nature. While the good news of forgiveness of sin and eternal life with God are at the heart of the gospel message, in this life, even Christians continue to sin, and as such we recognise the need to be vigilant and to oppose all forms of abuse, exploitation or other injustice in our midst. We therefore commit to:

- a. Establishing clear expectations and standards for all who act on our behalf.

- b. Establishing clear processes for handling abuse that is discovered or disclosed; whether that abuse has occurred in the charity or elsewhere.
- c. Ensuring that we have clear processes for handling complaints, allegations, grievances, whistle blowing or any other expression of dissatisfaction.
- d. Promoting across our community, the importance of caring well for everyone who engages with us through our activities.

## **5. Governance and leadership.**

Effective servant-hearted leadership that focuses on authenticity, integrity and effectiveness are key priorities for MET:Revive. We also recognise our responsibilities under charity law and Charity Commission guidance. We therefore commit to:

- a. Modelling biblically grounded servant hearted leadership.
- b. Ensuring that we appoint from our trustee body a Safeguarding Trustee, who will champion safeguarding on behalf of the trustees, who share the final legal responsibility for safeguarding.
- c. Ensuring that we appoint a competent Designated Safeguarding Lead (DSL) and a deputy to perform specific delegated tasks.
- d. Our Safeguarding Trustee and our DSL may be one and the same person.
- e. Visibly demonstrating our commitment to safeguarding throughout the organisation.
- f. Providing support, oversight and accountability to everyone who works (whether paid or voluntarily) on our behalf; including providing accountability and challenge to each other as leaders.
- g. Monitoring the effectiveness of the arrangements that we have implemented.
- h. Creating an environment of ongoing reflection, learning and improvement.
- i. Ensuring that delegated, safeguarding roles and responsibilities are clearly defined, and that appropriate accountability and support are provided to those fulfilling the roles.

## **6. Safeguarding arrangements.**

We recognise that we have a responsibility to the state to ensure that we have compliant and effective safeguarding arrangements in place. We therefore commit to:

- a. Appointing a suitably trained and competent safeguarding lead and deputy, and that we will support them in their role.
- b. Maintain a compliant safeguarding policy, procedures, and systems to ensure that we fully meet legal and best practice standards and ensure that they are regularly reviewed.
- c. Ensure that relevant safeguarding information, including our safeguarding policy documents and contact details for our safeguarding lead is publicly available.
- d. Ensuring that a healthy culture is supported by processes for listening to expressions of dissatisfaction (complaints, allegations, whistleblowing etc.) and that such expressions are encouraged, taken seriously, and responded to positively.
- e. Ensuring that we keep records of safeguarding concerns in line with safeguarding expectations and that we share information appropriately as required.

## **7. Suitability and competence of staff and volunteers.**

We recognise that we have a responsibility to ensure that those who act on our behalf are competent in and suitable for the roles that they take. We therefore commit to:

- a. Implementing proportionate safe recruitment processes.
- b. Ensuring that our leaders are competent, fulfilling their responsibilities and leading with humility, clarity, and biblical faithfulness.

- c. Ensuring that our staff and volunteers are supported and that we provide appropriate guidance, oversight, and accountability.
- d. Providing appropriate training and skills development as required.
- e. Ensuring that as a charity we are alert to the risks within society, including risks associated with grooming, online abuse, radicalisation, gender-based violence, exploitation, domestic abuse etc. and report appropriately as required.

## 8. Healthy culture.

We recognise that we have a responsibility to encourage a healthy environment that is transparent, accountable, and biblically faithful. We therefore commit to:

- a. Value, respect and listen to the wishes and views of membership, including those who are vulnerable or find it difficult to make their voice heard.
- b. We will develop a culture that challenges any form of bullying, harassment, abuse, exploitation, or any other harmful contact; both in the online and the physical environments.
- c. Ensuring that we set clear standards and expectations of those who participate in MET:Revive and that we have clear processes to challenge and address failure to live up to the standards that we have set for ourselves.

## 9. Partnership working

We will ensure that we work appropriately with statutory and other services; sharing information in accordance with legal requirements.

## 10. Supporting those who have experienced abuse or other trauma.

When working with those who have experienced abuse or trauma, we will seek to do so with sensitivity and keeping them at the center of the work we do. We will seek to give them a voice and allow them to progress at their own pace while recognising the limits of our own competence and signposting to specialist support where required.

# Section D: Safeguarding Procedures

## 1. Governance and oversight

The Trustees will provide effective oversight of safeguarding across the charity by:

- a. Ensuring that they appoint from amongst their number a nominated Safeguarding Trustee who will act on their behalf to provide strategic leadership and guidance on matters related to safeguarding including compliance. Said trustee will also be the Designated Safeguarding Lead (DSL).
- b. A safeguarding deputy will be appointed to cover for when the DSL is unavailable.
- c. Ensuring that a proportionate and legally compliant safeguarding policy is implemented and that it is reviewed by the trustees at least annually.
- d. Ensuring that clearly defined safeguarding procedures and systems are in place, that they are understood and implemented by all staff, volunteers, and anyone else who acts on our behalf.
- e. Ensuring that the DSL provides a verbal update to all trustee meetings (which will be conveyed by the safeguarding trustee) and that a written annual report is provided to the trustees by the Safeguarding Trustee/ DSL, and Deputy DSL.
- f. Ensuring that the effectiveness of the safeguarding arrangements is monitored on an ongoing basis and reviewed annually in line with the review of the policy and procedures.

- g. Ensuring that safeguarding roles and responsibilities are clearly defined ([see appendix 1](#)), and that appropriate accountability is provided.
- h. That a clear statement in relation to safeguarding is included in the annual Charity Commission submission.
- i. That any “Serious Incidents” (as defined in the Charity Commission Guidance - <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>) are reported accurately and in a timely manner.

## 2. Recruitment and ongoing support of staff and volunteers

The recruitment / appointment and support of staff and volunteers is of critical importance to MET:Revive and to our work and ministry. To fulfil our legal duties and to ensure we meet the still higher standards dictated by scripture, all staff and volunteers will be subject to appropriate safer recruitment processes.

## 3. Management of recruitment processes

- a. At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in Safe Recruitment. We will follow the Methodist Church’s Safer Recruitment processes.
- b. Trustees are recruited from the Executive, who in turn are recruited from the membership.
- c. Staff and volunteers will be provided with written Job / role descriptions and person specifications prior to deciding whether to take up the position / role.
- d. We do not undertake regulated activity but, home churches will be asked to confirm formally that an applicant has training in safeguarding, and up-to-date DBS and is a member in good standing.
- e. Appropriate records will be kept of all recruitment processes and decisions.
- f. A “Single Central Record” of recruitment checks and a training log will be maintained by the DSL and / or their deputy.

## 4. Recruitment process

- a. Prior to appointment, all staff and volunteers will be required to submit an application form, which includes a self-declaration of fitness and suitability for the role. Where necessary and appropriate (e.g., lack of literacy skills, English as a second language etc) support can be provided for completion of the forms.

Paid staff positions.

*Note: the appointment of staff is the responsibility of the trustees, who may delegate the lead responsibility for any given appointment to one of more of their number.*

- b. Prior to appointment paid staff will be required to attend a formal interview, regardless of whether a competitive process is in operation.
- c. Prior to appointment of staff, references will be sought including, where possible, a reference from the current or previous employer.
- d. Upon commencement of their position, all staff will be required to complete a formal induction process as outlined in their role description and including any matters identified during the recruitment process.
- e. The Single Central Record, training Log and Personnel file will be updated as appropriate throughout the process.

#### Volunteer positions.

- f. Prior to appointment, all volunteers will be required to attend a formal discussion to ensure their suitability and clarity of understanding of the role and its requirements.
- g. Prior to appointment, references will be sought.
- h. Following appointment, volunteers will be required to complete a formal induction process as defined in the role description.
- i. The Single Central Record, training Log and Personal File will be updated as appropriate throughout the process.

## 5. DBS Checks

- a. Following appointment and prior to commencement of the role, staff and volunteers involved in regulated activity will be required to complete a DBS check.
- b. We do not require an enhanced DBS as we do not undertake regulated activities.
- c. Under normal circumstances, the individual will not commence their role until the result of the DBS check has been received.
- d. Once formal notification of a clear DBS check has been received, the Single Central Record will be updated with the relevant information.

## 6. Probationary / settling in periods.

The precise nature and expectations of probationary / settling in periods will vary from role to role as described in the role description, however, they are intended to be supportive of the volunteer / employee and to provide a framework that provides accountability to both the individual and the organisation. Probationary periods will not be used for punitive purposes.

- a. All staff and volunteers will be subject to a probationary period.
- b. Prior to commencement of the role, a clear statement of the criteria for successful completion of the probationary period will be provided.
- c. Regular support, guidance and review will be provided throughout the probationary period and the outcome (passed, extended, failed) will be communicated to the employee or volunteer prior to the end of the probationary period and records will be retained of all discussions.

## 7. Ongoing support and supervision

- a. All staff and volunteers will receive proportionate supervision and pastoral care. Formal supervision of employees will include personal wellbeing and performance management.
- b. If required, DBS checks will be renewed every three years.

## 8. Training

- a. Trustees will receive initial training. While there is no legal requirement for formal update training, the trustees will ensure that they are competent in their roles and that their knowledge of compliance with legislation and Charity Commission guidance up to date.
- b. The Designated Safeguarding Lead and the Deputy DSL Will bring their training across from their involvement in their Local Methodist Church and Circuit.
- c. All staff, volunteers and trustees will undergo some informal update activity annually, usually within the context of their own church or circuit.
- d. Training should include themes on domestic abuse and trauma and the impact on victims including children.
- e. A training log will be maintained by the DSL / Deputy DSL.



## 9. Ensuring a safe and healthy environment

We maintain a Risk Register for higher level strategic risk, i.e risk of data share, reputational and financial risk.

We are required to provide risk assessments for our display to any venue where we exhibit. For our conferences and teaching sessions we defer to the local health and safety, and risk assessments. During conference, for example, should a concern be identified, MET:Revive will pass any relevant information to the individual's own church safeguarding processes.

MET:Revive is aware that whilst we do not engage in regulated activity, we recognize that an adult, vulnerable in the moment, might disclose something to us. As pastoral care is provided by the local church, we would seek their permission to pass any concerns to their own church for things to be taken up locally.

Written records will be kept of any such communications, and stored securely.

## 10. Allegations against or concerns about staff and volunteers

MET:Revive will always take allegations against our staff or volunteers seriously; ensuring that they are investigated proportionately, via a transparent process that expedites the matter in a timely manner; recognising both our responsibility to keep vulnerable people safe, and our responsibility to support the person accused throughout the process.

- a. Allegations against staff or volunteers within the MET:Revive should be reported to the **Safeguarding Trustee Elizabeth Miller, email [safeguarding@metrevive.uk](mailto:safeguarding@metrevive.uk)**
- b. If the allegation is against the safeguarding trustee, it should be reported to one of the other trustees
- c. Full details of the allegation will be recorded.
- d. The trustees will nominate an investigating officer (on a case-by-case basis) from amongst their number, who will assess whether any immediate action is required to ensure the safety of everyone involved.
- e. Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable.
- f. If so, care will be taken not to compromise the gathering of evidence.
- g. If it is necessary to notify the individual at this stage, details of the allegation will not be divulged.
- h. The investigating officer will consult with CSS, who will provide independent support and advice to ensure transparency.
- i. Thorough records of all aspects of the handling of the allegation will be retained throughout the process, held confidentially in a password protected folder.
- j. The investigating officer will seek and follow specialist advice throughout the process as required.

Dated 15<sup>th</sup> November 2024

*David Hull*

Signed .....

Rev Dr David Hull, Chair MET:Revive

*C P Briggs*

Signed .....

Rev Chris Briggs, Chair Elect MET:Revive

# Section E: Appendices

## Appendix 1: Safeguarding responsibilities

### **Governance of safeguarding**

The trustees will ensure that they provide leadership of safeguarding across the organisation by:

- Ensuring that legally compliant policies, procedures, codes of conduct and systems are implemented.
- Ensuring that a suitably skilled and knowledgeable Safeguarding Officer and at least one deputy is appointed, supported, and resourced.
- Providing accountability to those responsible for various aspects of safeguarding
- Reviewing the safeguarding arrangements to ensure that an effective and proportionate approach is thoroughly implemented and consistently enacted across the church.
- Ensuring that the Safeguarding Officer and deputy provide regular updates to the Trustees.
- Ensuring that Charity commission requirements, including the responsibility to report any serious incidents are fully met.

### **Leadership and management of safeguarding**

The Designated Safeguarding Lead and their deputy, will ensure that:

- The Safeguarding Policy is regularly reviewed, updated and any changes signed off by the trustees.
- Safeguarding concerns are managed in a timely and proportionate manner, including making referrals to statutory agencies as required, working with partner agencies such as the Local Authority and the Police and the maintenance of accurate records and systems.
- Leading the implementation of the safeguarding policies and procedures
- Ensuring that those engaged in ministry on behalf of CSS are provided with proportionate and appropriate training and that they are competent to discharge their safeguarding responsibilities.
- Ensuring that regular reports are provided to the trustees and that any urgent issues are communicated to the chair of trustees in a timely manner.
- Raising awareness of safeguarding and promoting its importance across the organisation

### **Individual responsibilities**

Everyone working on behalf of CSS is required to:

- Act in accordance with the policies, procedures and codes of conduct provided.
- Adhere to local legislation, guidance, and procedures.
- Ensure that they remain vigilant to the risks of harm to vulnerable adults.

## Appendix 2 - Basis of the policies and procedures and the legal framework

### **MET:Revive Internal framework**

- Our statement of faith
  - This policy reflects the organisation's fundamental biblical beliefs and should be read in conjunction with the statement of faith.
- Our governing documents (e.g., constitution / Memorandum and Articles of Association etc)

### **National guidance**

#### Safeguarding adults

- National legislation and guidance (Safeguarding adults)
  - The Care Act 2014
  - Human Rights Acts 1998
  - Care Standards Act 2000
  - Mental Capacity Act 2005
  - Deprivation of Liberty Safeguards 2007
  - Sexual Offences Act 2003
  - Police and Criminal Evidence Act 1984 of Fraud Act 2006
  - Public Interest Disclosure Act 1998
  - Health and Social Care Act 2008
  - Disclosure and Barring Service (DBS)
  - Multi-Agency Public Protection Arrangements (MAPPA)
  - Multi-Agency Risk Assessment Conference (MARAC)
  - LSAB Multiagency Policy and Procedures

#### Local guidance

- *Local Safeguarding Adults Board procedures*
- *Local authority guidance*