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**Policy of policies**

In addition to the policies and procedures of the Methodist Church contained online and in CPD, Trinity Methodist Church Codsall and Brewood Methodist Church, Brewood – the following policies are in place and are available on request or in the file in the Minister’s Vestry in both locations.

Unless otherwise stated, the policies will be reviewed at the Annual AGM, following consultation with the relevant group or body tasked with the implementation and development of the policy.

|  |  |  |  |
| --- | --- | --- | --- |
| **Protocol, procedure or policy** | **Group responsible for implementation and development** | **Date of approval** | **Due date of next review** |
| Accessibility Protocol | Accessibility/EDI officer  Stewards  Property | 19th May 2024 | Spring 2025 |
| Booking Policy | Booking Secretary  Finance | 19th May 2024 | 1st September 2024 for long term rentals  1st April 2024 for ad hoc bookings |
| Safeguarding policy | Safeguarding Officer  Church Council | October 2024 | October 2025 |
| Fire Risk Assessment | Property | 19th Mary 2024 | Spring 2025 |
| Funeral Policy | Minister  Leadership Team | 19th May 2024 | Spring 2025 |
| Church Council Policy | Leadership Team | 19th May 2024 | Spring 2025 |
| Images Policy | Safeguarding Officer  AV team  Stewards | 19th May 2024 | Spring 2025 |
| Lone Workers Policy | Line Managers  Minister  Stewards | 19th May 2024 | Spring 2025 |
| Eco Church Policy | Eco-Church champion  Leadership Team | 19th May 2024 | Spring 2025 |
| Health and Safety Policy | Property  Leadership Team | 19th May 2024 | Spring 2025 |
| GDPR policy | Church Council | 19th May 2024 | Spring 2025 |
| Fairtrade policy | Church Council | 19th May 2024 | Spring 2025 |
| Alcohol policy | Church Council | 19th May 2024 | Spring 2025 |
| Medical Incident Policy | Stewards | 19th May 2024 | Spring 2025 |
| Policy of Policies | Chair of Church Council | 19th May 2024 | Spring 2025 |
|  | | | |
| **The following policies still need to be written and agreed** | | | |
| Asbestos policy | Property |  |  |
| Tree maintenance schedule | Property |  |  |
| Property upkeep schedule and annual inspection | Property  Church Council |  |  |
| Accessibility audit | Accessibility Officer |  |  |
| Terrorism policy | Church Council |  |  |
| Privacy Policy | Church Council |  |  |
| Risk Register (per zone and per event) | Church Council |  |  |
| Gambling policy | Church Council |  |  |
|  |  |  |  |

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**Accessibility:**

“Let us build a house where love can dwell

And all can safely live,

A place where saints and children tell

How hearts learn to forgive.

Built of hopes and dreams and visions,

Rock of faith and vault of grace,

Here the love of Christ shall end divisions,

All are welcome in this place!”

Singing the Faith 409, Marty Haugen

*This is our working draft document, adopted at the AGM as a description of what currently happen, and a way to identify an aspirational direction of travel. In this document, and for the purposes of the AGM, items still to be addressed or completed are contained in boxes, and collated at the end of the document alongside the accessibility audit.*

**A theological underpinning (borrowed from the Church of England):**

<https://www.churchofengland.org/sites/default/files/2021-10/Equal_Access_to_Church_Buildings.pdf>

Without good access there is, intentionally or not, exclusion of part of our community. This undermines the Church each time we say ‘everybody welcome’.

Without good access, there is an implicit resignation on the part of the Church from its call to share the Good News with all people.

Without good access, there is fundamental damage done to the offer to belong to the community of Christ’s disciples, and to people’s ability to take up that offer.

Without good access, there is a lack of dialogue with excluded groups, and therefore the Church is disabled in understanding or addressing its own prejudices and biases.

‘A Church without disabled people is a disabled Church.’ Belonging to a community requires being with other members of that community. This involves bringing together the ways we view and treat people, alongside the ways we arrange our buildings physically and how we worship in them. Whenever we deny someone the opportunity to belong, the whole Church is diminished.

What do we mean by ‘disabled people’? The Bible teaches that all are made in God’s image (Genesis 1:27). We do not categorise people and say that some bear God’s image fully while others are somehow deficient, like ‘factory seconds’.

We believe that the Imago Dei is present in every person, that all can say with the Psalmist: “For it was you who formed my inward parts; you knit me together in my mother’s womb. I praise you, for I am fearfully and wonderfully made.” (Psalm 139: 13-14a)

God saw all that he had made, and behold, it was very good. (Genesis 1:31)

Ability / disability is not binary, neither is it fixed. It is, in fact, the common human experience. It is simply not possible to reduce our thinking to two pigeonholes, ‘able’ and ‘disabled’. We are all on a spectrum of ability/ disability for all sorts of conditions and our positions on these spectra will shift over time.

The risen Christ was recognised by his wounds, and he took those wounds into the life and heart of God (John 20: 24-29). Why? Because woundedness and disability is part of the universal human experience. We are all embodied creatures, in bodies that are not perfect – and often seem to get less perfect as we age! We all live with challenges – physical, spiritual, intellectual, emotional – and in the end we are all mortal. But we are also made in the image of God, all worthy of dignity, respect, inclusion and participation, and all made for each other.

We are by nature relational and interdependent, made for community.

We are called to belong, and we are called to live now, as best as we can, the life of the kingdom of God in which no-one is excluded – in fact, the last shall be first.

The Bible is clear: You shall not curse the deaf, or put a stumbling block before the blind; you shall fear your God: I am the Lord”. (Leviticus 19:14) The Lord calls out behaviour that will especially disadvantage disabled people. We may not speak ill of someone in the security of their not hearing us, nor intentionally put a stumbling block in front of a blind person. More widely, any behaviour that puts stumbling blocks in the way of disabled people contradicts the character of the God whom we serve. A concern for the marginalised brings integrity to the Church.

The gifts of God’s grace are given freely to all people, without distinction.

The call to ministry applies to all the baptised, without exception. Just as all are made in the image of God, so all are called by God to enrich the life of the whole Church, to live out and share the Good News, and to embody God’s kingdom.

If we begin from this starting point, our approach becomes one of nurturing in each other the vocation and ministries to which God calls each one of us, and helps us avoid the trap of ‘othering’ people, failing to include them as fellow disciples and ministers. Traditional responses to disability tend to focus either on support to help people achieve independence ‘from’ their disabilities, or the mere removal of hindrances and obstacles that prevent a fuller participation in society.

Both are important, but they are not enough.

It is true that there are often aspects of a disabling condition which may require medical intervention or other support, to alleviate their effects. It is also true that there are many barriers to disabled people’s full participation in our common life. But focusing only on one or both of these issues makes the disabled person into the object of our thinking, not a fellow participant – and hinders engagement with the fundamental issues of personhood and relationship which are at the heart of both a Christian understanding of our identity in God, and of the call to human flourishing which flows from it.

We are the one Body of Christ, one body with many members, and all are called to play their part.

The Church has too often responded to disabled people (not only those with visible disability) in an ‘othering’ way, as though they are people who must receive ministry, rather than offer it – yet the Biblical, kingdom, aspiration is for inter-dependence; a way of relating, of being, in which all minister and are ministered-to, all serve and are served, all flourish through enabling all to flourish. For Christians, the focus needs to be on mutuality.

To help us be one Body of Christ, we need to be always learning from each other, travelling together, and open to one another’s wisdom and experience. The voice, the experience, the wisdom of disabled people (of all sorts) needs to be at the centre of our approach. Alongside the voice of lived experience, the experience of carers and other professionals have their part. (Disabled people, like all others in society, will never have a complete view of the whole – we all need to work together).

**How does this impact what we do, here?**

At Trinity (and beyond) we are trying to provide a safe and inclusive space for the whole community. This means that we take decisions, and provide resources, to enable as many people as possible to find ways to access our space and our services – on a Sunday and beyond. We aim to offer a safe space for all, including people from the LGBTQ+ community, those living with disabilities or life limiting conditions, and those who are marginalised from society.

The nature of the community building means that a lot of our resources are kept in the Auditorium area, but we are happy for things to be moved and used where they are most needed (although it would help if things were put back so that we can make sure they are available for other people and groups who might need them. The building is divided into 3 zones – the Auditorium, the Lounge, and the Hall.

We do not have everything right, and we are always happy to hear about how we can make people’s experience with us (and with God) a better one – so if there is further work that we can do, please feel free to help us. The things in this booklet represent where we have got to so far. There is much more that we can do, and we keen to hear people’s stories of encounter with us and with God in this place.

Access and inclusion means different things to different people. We are offering a space, relationships, and tools, to help as many people as possible find a safe space. Some of the language that you see in this booklet (and perhaps even heard), is contested language. Some people find the term ‘disabled’ helpful – others a label of limitation, preferring ‘living with a disability.’ Some people consider their learning and access needs to be a private and hidden matter and find their own ways of managing and coping in social situations. Some people are happy to share their stories, others are not.

With this in mind:

* We will ask “how are you” – we will not ask “what is wrong.”
* If we are unsure, we will ask if there is anything else that we can help with (such as “which chair can I move so that you are able to sit where you would like to?”)
* Please ask if there are things that you need, or any support that you may require.
* All the tools and resources mentioned here are available for everyone to use. Please do so without judgement or awkwardness.
* During the service we are likely to invite people to stand to sing. If today isn’t a day that you want to do that, for whatever reason, we don’t mind you staying seated.
* The sermon part of the service can last around 25 minutes, which can be a long time to sit and concentrate. If you need to move around please do so. As is noted later in this booklet, there are resources available for your use throughout the building.
* There are times when we associate ourselves with various campaigns or projects – such as the Dementia Friendly Church. We will make sure that these events, resources, and principle are made available to everyone, although if we know your story, we might ask specifically if you would like to be involved. There is no pressure, and no expectation that participation labels any of us.
* We all have mental health. Some of us have poor mental health. Sometimes that is a permanent feature of our lives. We will try and talk about wellbeing rather than mental health.
* Our healing ministry is important to us, because we believe that God meets us in our need. We do not treat diagnoses as a direct prayer request. We will offer simple prayers of blessing, and the opportunity to share your prayer requests with those you trust. We believe that everyone is called to participate in God’s adventure – just as they are.
* We want to ensure that our actions in church also impacts wider society. It is often society which dis-ables people, not the individual. To this end, we will campaign for justice and we will listen to the lived experience of people in order to frame our justice work.
* We are learning. We won’t always get it right, but please help us to do better.
* Because we don’t always get things right, all members of the leadership team and those who are trustees of the building are committed to undertaking EDI training, safeguarding training and annual updates.

“We cannot say ‘All Welcome’ and leave some people to find that they can’t access our building or our activities. We shouldn’t use the language of being inclusive, welcoming and accessible if that ignores the limitations of that inclusion, accessibility, or welcome. To do otherwise leaves us open to challenges of dishonesty and hypocrisy.” A disabled church member.

**So what can I expect around the building that helps welcome and include everyone?**

**Lighting**

The Auditorium Space is lit by sunlight, and by dimmable LED lighting. Please ask the person on the sound desk if you need the lights adjusting – we can do that in sections. Where the sunlight from our skylight causes difficulty, sunglasses are highly recommended.

The Hall space has a range of lighting options, so please find the one that best suits your requirements.

At Christmas we use fairy lights on the tree – these are set to remain on, rather than flicker.

At our Memorial services and Carol services, we use dimmed lighting, and candles. Please make yourself known to a steward if this is likely to cause you any problems or if you will need any assistance.

**Audio-Visual**

We expect everyone presenting in the auditorium to use a microphone. We have a variety of microphones to ensure clarity of sound and consistency of use. There are currently no permanent AV provisions in the Hall or the Lounge areas.

We have a Loop system in the Auditorium available for those who need it. Our sound system in the auditorium is compatible with most digital hearing aids.

All of the words to prayers and hymns are shown on the 3 screens around the Auditorium. This helps those who cannot hold a hymnbook, as well as meaning we have less paper around our ministry. We have large print hymnbooks and Bibles available if the screens are too bright or unclear. We are also able to print out the content of PowerPoint slides, should you require them. Usually, words which are in **bold type** are to be read aloud by everyone who feels able to do so.

When videos or tactile resources are used in worship, we try and provide a clear explanation of what is happening for those who cannot engage easily. Please let the stewards know if you would find this support helpful as we do not always know in advance what our those leading will be including in their presentation.

We are gradually updating our website and our social media presence. Where there are images posted online, we add visual descriptions of what is there. Our website is compatible with many accessibility apps that are available.

Need to add commentary for images posted on social media

**Large Print**

We have a small number of large print Bibles, Hymnbooks, and Worship Books available. These are kept in the foyer area of the church, so please help yourself or let us know if we can help.

We have a pack of coloured filters available for those who find a different colour to read, easier to do so. Please use the colour filter which best supports your needs.

Need to purchase coloured filters and have them available

**Noticeboards**

Our noticeboards contain information from around the community, so we cannot guarantee that the notices are always easy to read.

Our regular notices are emailed out using a Word Document (which can be interfaced with additional software in order to be listened to). When we send out a letter, this will always be using a dyslexia-friendly font, and in at least 12pt font.

Emergency information is available in all 3 zones in the building.

All exits are clearly marked and lit with emergency lighting.

We will continue to implement the advice provided by <https://signdesignsociety.co.uk/> and the National Dyslexia Association in our productions.

Need to follow the SSS/NDA guidelines for printed materials.

Need to have a protocol for who and when the noticeboards get tidied by

**Sensory resources**

Some of us need to keep our bodies busy in order to concentrate. Each of our three zones have a box of sensory resources for you to use whilst you are in our building. In this box of resources you will find things that:

* Spin
* Stretch
* Squeeze

as well as a pair of headphones for when the music is too loud, a pair of sunglasses for when the light is too bright, and some copies of mindfulness colouring for those who like to be creative.

We have a Lego table (located in the Auditorium) for those who like to build things (or deconstruct things). There are additional boxes of Lego on the table, if you would prefer to have a small kit near you rather than moving elsewhere.

In the backs of some chairs you will find ‘twiddlemuffs’ – these are wool-based tools to help you if you need help staying centred or concentrating. The design will keep your hands warm, for those with circulation problems, and all contain some stitched items which can be used to fiddle and fidget with. Please use these, and leave them in the back of the chair in front of you at the end of the service.

Need to buy and build the sensory kits for the 3 zones (and for Brewood)

**Broadcasting**

Attending church can be difficult for all sort of reasons. We aim to broadcast all our services through Zoom – the link can be requested from [codsallmethodist@gmail.com](mailto:codsallmethodist@gmail.com) In addition, edited versions of the service are available on our YouTube Channel. All our services have closed captions available for those online through both Zoom and YouTube. These are configurable by the end user. They are also auto-generated, and may not always be accurate, especially when religious terms are used.

For people in the Auditorium, there is a safe-zone protected from the cameras at the back left of the church. Please use these seats if you do not want to appear online for any reason at all.

Need to label the safe zone, as per our image policy

**Communion**

Everyone is welcome to receive bread and wine.

The bread is gluten free, and the wine is non-alcoholic – all to ensure that our celebration together is as inclusive as possible.

The wine is provided in compostable single use paper cups, which are easy for everyone to handle.

If today is difficult to come to the front to receive, or standing up for any length of time is difficult for any reason, we are able to come to you in your seat. Please indicate that you would like this during the communion distribution, and we will serve you where you are.

Occasionally you will asked to ‘share the peace’ with people around you. If you are uncomfortable shaking hands, or need more space today – please feel free to stay where you are, or use the British Sign Language “peace”. We will try to use language around this part of the service which provides you with different options about how you respond to people around you.

Need to embed the change from single glasses to paper cups

**Doorways and Entrances**

All of our external doors have sensor opening mechanisms. If this is not enabled, please let us know (occasionally some of our users need to shut it off for safeguarding purposes).

Our internal doors can be heavy, and as fire doors they need to be kept shut during some safeguarded activities and when the building is not in use. They all, however, have magnetic locks on them which means they can (and should) remain unlocked whilst the building is in use.

We have an inclusive and adapted toilet near the rear entrance. There are two additional toilet blocks (one at the front and one at the rear). These are clearly signposted.

Free period products are available in the women’s toilets and the inclusive toilets. Please take what you need, or leave what you can. We sometimes also have incontinence pads for adults, and nappies for children, available in the cupboards of the rear toilet block.

**Parking**

There are marked parking spaces near the front and the rear entrances to the building.

When we have a funeral, some of the spaces (including one of the front marked bays) will be unavailable. This is so that the hearse and the funeral cars have sufficient room to manoeuvre in the car park.

If all the marked bays are taken, please feel free to drop people at the nearest exit. The one way system around the car park enables enough flow of cars even when there are stationery vehicles.

**Seating**

All our rooms have flexible seating options. Where chairs are set out, we will always provide spaces for wheelchair users, and those with walking aids, and assistance dogs. If you would prefer to be somewhere else, we are happy to move our furniture to best accommodate you and your needs. Some of our chairs have arms on them – please use these if you need extra help in standing up.

**Assistance Dogs**

Assistance dogs are welcome in all areas of our building except the kitchen. Many of our congregation are aware that they should not touch or distract working dogs.

We also know that working dogs are a vital part of the wider community, and so the Minister may ask if there are ways to include the dog in communion – either through a blessing or offering them a treat.

**Mobility Scooters**

We know that being active and independent is important, and we invite folk to use the aids they feel most comfortable with using. This includes the use of mobility scooters inside the building.

In order to keep everyone safe, we do ask that these are kept at low speed, and that only one person rides on the scooter whilst inside the building.

**Inclusive Language**

We are grateful to be part of a church that is teaching us all about the power of our language. For this reason, we are trying to pay attention to the

Inclusive Language Guide <https://d1yuutt686hfi0.cloudfront.net/media/documents/ILG_designed_update_October_2023v2.pdf>

and the Inclusive Image Guide

<https://d1yuutt686hfi0.cloudfront.net/media/documents/inclusive-image-guide.pdf>

The Church hasn’t been the safest of places when it comes to our language, specifically around people who may be LGBTQ+ , and we are on a journey towards more inclusive language. Our hymns and Bible translation use gender-neutral terms when referring to humans. When speaking about God, we use a variety of metaphors to describe God’s character.

We will ask for your preferred pronouns, and will refer to you as you ask us to.

We will aim to use the most widely accepted terms for disability and race and we will not use outdated slurs. All of our leadership have undertaken EDI and Unconscious Bias training, and are committed to ongoing reflective practice in accordance with the Methodist Church policies.

Need an EDI training audit

Need to begin to use the EDI assessment tool for events and planning

Need to check Bible translations for gendered language for people.

**Food preparation and provision**

We will always provide a vegetarian option when we are catering for events. Our aim is to serve the options for gluten free in our catering – including providing gluten free options at communion.

We recognise that we need to pay particular attention to some food allergies. If you are able to let us know prior to an event we can ensure that we maintain a secure preparation environment. If we are not informed prior to the event, we are sorry but we cannot guarantee that the preparation area will be allergen free. This is because we are proud to have a shared kitchen, which other users are able to access.

All Methodist premises are alcohol free. Please do not bring alcohol onto our premises at any time.

**Medical incident protocol**

Having an unplanned medical emergency can be scary for everyone involved. In order to help limit anxiety and panic, we have a medical incident protocol in place.

Should anyone become seriously ill, regardless of who is accompanying them, the steward on duty will ring for an ambulance. Depending if they are also the first aider on duty, they may delegate this task.

A record of the incident will be recorded in the incident file, and may be used for safeguarding or insurance purposes.

If the individual wants to refuse an ambulance or take a different course of action, then this needs to be noted and signed in the accident/incident file kept in the kitchen.

We are a diverse community, and we do not always know what the agreed duties of care are for folk. We will always try to include the ambulance service in supporting and triaging a serious accident or medical incident.

**Accessibility Audit and Action Plan**

We will carry out an annual accessibility audit and action plan, and review this through the Church Council and/or AGM.

We will produce a social story to support accessibility throughout the building, and host this on our website. All external users will be invited to access this through the website.

Need to complete an accessibility audit for this year

**Social Story**

We know that our premises are used by a wide range of groups and people throughout the week, and that it is not always easy working out where things are in an unfamiliar setting. We have a Social Story available to download, to help anyone find their way into and around our building. We hope that this helps to help you feel as welcome and safe as possible.

Need to write a social story for the chapel

**Advocacy**

We know that it can sometimes just be a challenge to show up to a venue, let alone find the right person and the right words to communicate what you need. In addition to the provisions included in this accessibility document, we are also committed to:

* Ongoing training and resourcing in all areas of EDI for all of our key leaders and volunteers.
* Registering with Dementia Friendly Churches, Autism Friendly Churches, Open Church Network, Inclusive Church, and other activist groups to help us keep improving.
* Engage in campaign work especially around disability. We will not attend an event where fully accessible facilities are not provided on site, and we will advocate for fully inclusive provisions at community events.

Do we agree to all these points?

**COLLATION OF ITEMS TO BE ADDRESSED OR COMPLETED**

Re: Audio Visual: Need to add commentary for images posted on social media

Local preachers need to be asked to provide an explanation of visual media for those who need it

Re: Large Print: Need to purchase coloured filters and have them available

Re: Notice Boards: Need to follow the SSS/NDA guidelines for printed materials. Need to have a protocol for who and when the noticeboards get tidied by

Re: Sensory resources Need to buy and build the sensory kits for the 3 zones (and for Brewood

Re: Broadcasting: Need to label the safe zone, as per our image policy

Re: Communion: Need to embed the change from single glasses to paper cups

Need to reinforce and teach the BSL ‘Peace’

Re: Inclusive Language: Need an EDI training audit Need to begin to use the EDI assessment tool for events and planning Need to check Bible translations for gendered language for people.

Re: Accessibility Audit and Action Plan: Need to complete an accessibility audit for this year

Re: Social Story: Need to write a social story for the chapel

Need to make images up for around the premises

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**BREWOOD & CODSALL METHODIST CHURCH**

**October 2023**

**Statement of Safeguarding Principles**

It is the Methodist Church’s intention to value every human being as part of God’s creation and the whole people of God. At the heart of the Methodist community is a deep sense of the place of welcome, hospitality and openness, which demonstrates the nature of God’s grace and love for all.

Our church communities are called to be places where the transformational love of God is embodied and life in all its fullness is a gift, which is offered to all people.

**Principles**

Safeguarding is about the action the Church takes to promote a safer culture. This means we will:

* promote the welfare of children, young people, and adults.
* work to prevent abuse from occurring.
* seek to protect and respond well to those that have been abused.

We are committed to:

* the care and nurture of, and respectful pastoral ministry with, all children, young people, and adults
* safeguarding and protecting all children, young people and adults when they are vulnerable.
* establishing safe, caring communities, which provide a loving environment where there is informed vigilance as to the dangers of abuse.

We will carefully select and train all those with any responsibility within the church, in line with safer recruitment principles, including the use of criminal records checks through the Disclosure and Barring Service (DBS) and The Protecting Vulnerable Groups (PVG) scheme in Scotland.

We will respond without delay to every safeguarding concern, which suggests that a child, young person or adult may have been harmed, working in partnership with the police and social services in any investigation.

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

Working with the Church Safeguarding Officer, we will support risk assessment of those who present a safeguarding risk within a church environment. We will ensure appropriate pastoral care is offered and measures are taken to address identified risks including referral to statutory agencies, suspension, and the use of safeguarding contracts.

In all these principles, we will follow legislation, guidance and recognised good practice.

**Safeguarding Children, Young People and Vulnerable Adults Policy for Brewood & Codsall Methodist Church**

**Purpose**

The purpose of the church safeguarding policy is to check that procedures are in place and provide clarity about the roles and responsibilities of those trusted with promoting the church as a safe space for all its users.

This policy was agreed at a Church Council held on 26th October 2023.

The Methodist Church, along with the whole Christian community, believes each person has a value and dignity which comes directly from God’s creation in God’s own image and likeness. Christians see this as fulfilled by God’s re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Brewood & Codsall Methodist Church is committed to the safeguarding and protection of all children, young people and adults and affirms that the needs of vulnerable individuals at risk are paramount.

Brewood & Codsall Methodist Church recognises that it has a particular care for all who are vulnerable whether as a result of disabilities or reduction in capacities or by their situation. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and our wish to affirm the gifts and graces of all God’s people.

This policy addresses the safeguarding of children, young people, and vulnerable adults. It is intended to support the church in being a safe supportive and caring community for children, young people, vulnerable adults, for survivors of abuse, for communities and for those affected by abuse.

Brewood & Codsall Methodist Church recognises the serious issue of the abuse of children, young people and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual, discriminatory, domestic or institutional abuse or neglect, abuse using social media, child sexual exploitation or human trafficking (slavery). It acknowledges the effects these may have on people and their development, including spiritual and religious development. It accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors, offenders, communities, and those who care about them. It takes seriously thepromotion of welfare so that each of us can reach our full potential in God’s grace.

Brewood & Codsall Methodist Church commits itself to:

1. **RESPOND** without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed or may suffer harm, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.
2. **IMPLEMENT**the Methodist Church Safeguarding Policy, government legislation and guidance and safe practice in the circuit and in the churches.
3. **PROVIDE** support, advice and training for lay and ordained people to ensure thatpeople are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children, young people and adults who may be vulnerable.
4. **AFFIRM** and give thanks for those who work with children, young people and vulnerable adults and also acknowledge the shared responsibility of all of us for safeguarding children, young peopleandvulnerable adults who are on our premises.

**Church Council**

Legal responsibility for safeguarding rests with the members of the Church Council. The safeguarding officer should be a member of the Church Council or have the right to attend at least annually to report on implementation of the safeguarding policy. Where an individual covers the role in more than one location, they must be able to cover the activities identified in the relevant role outline and be facilitated to attend meetings to report on safeguarding in each location.[[1]](#footnote-1)Brewood & Codsall Methodist Church appoints –

**Jane Ellis as Church Safeguarding Officer and Gill Leach as Assistant Safeguarding Officer** and supports bothin theirrole, which is to:

* + provide support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding.
  + ensure that a suitable, signed church safeguarding policy is available at all times in the church, along with names of current safeguarding officers, national helplines, and other suitable information. This must be renewed annually.
  + record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist safeguarding policy.
* promote appropriate routes for reporting of concerns.
  + identify and inform those who are required to attend safeguarding training and maintain records of attendance. Work with the Circuit Safeguarding Officer and District Safeguarding Officer to arrange training.
  + attend training and meetings relating to the role.
  + work in partnership with others including stewards and user groups to promote good safeguarding practice on church premises. This may include gaining written confirmation that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own.
  + check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.
  + inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to

follow safer recruitment procedures.

* + advise the Circuit Safeguarding Officer and/or District Safeguarding Officer of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from them about audit of safeguarding activities.

1. **Good practice**

We believe that good practice means:

1. All people are treated with respect and dignity.
2. Those who act on behalf of the church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written recordwill be made and kept noting date, time and place of visit.
3. The church premises will be assessed by the Church Safeguarding Officer with the property steward and/or their representatives at least annually for safety for children, young people and vulnerable adults anda written risk assessment report will be given annually to the Church Council. This will include fire safety procedures. The Church Council will consider the extent to which the premises and equipment are suitable or should be made more suitable.
4. Any church-organised transport of children, young people or vulnerable adults will be checked to ensure thatthe vehicle is suitable and insured and that the driver and escort (where required)are appropriate.Arecord should be kept in the church file for each driver/car.
5. Activity risk assessments will be undertaken before any activity takes place to minimise the risk of harm to those involved. Approval will be obtained from the event leader/minister. A written record of the assessment will be retained securely.
6. Promotion of safeguarding is recognised to include undertaking those tasks which enable all God’s people to reach their full potential. The Church Council will actively consider the extent to which it is succeeding in this area.
7. Ensuring that all safeguards are in place where churches are live streaming worship, and that all practices with regard to filming and the use of photographs follow GDPR regulations with regard to places of worship being a ‘restricted space’ (explicit permission must be given by an individual or the guardian of an individual in the case of a child before they are filmed or photographed, and there must be clarity as to where the film or photographs will be used prior to permission being given.
8. **Appointment and training of workers in the church**

Workers will be appointed after satisfactory criminal records check and following thesafer recruitment procedures of the Methodist Church. Each worker will have an identified supervisor who will meet at regular intervals with the worker. A record of these meetings will be agreed and signed, and the record kept. Each worker will be expected to undergo safeguarding training, within the first 6 months of appointment. The other training needs of each worker will be considered (such as food hygiene, first aid and lifting and handling).

1. **Pastoral visitors**

Pastoral visitors will be supported in their role with the provision of safeguarding training upon appointment. If they are undertaking tasks for which a criminal records check would be required, this will be undertaken prior to appointment.

1. **Guidelines for working with children, young people and vulnerable adults**

A leaflet outlining good practice and systems should be given to everyone who works with children, young people, and vulnerable adults. This leaflet should be reviewed annually.

1. **Ecumenical events**

Where ecumenical events happen on church premises, safeguarding is the responsibility of this Church Council.

1. **Events with church groups off the premises**

Adequate staffing, a risk assessment and notification of the event will be given to the church safeguarding officer prior to the agreement for any event or off-site activity. Notification of the event will be given to the church council secretary Penny Baldwin

If the activity is unusual, residential, or considered to be high risk the Church Safeguarding Officer will contact the Circuit Safeguarding Officer in order that it can be ratified, or any queries raised.

1. **Other groups on church premises**

Where the building is hired for outside use, the Church Safeguarding Officer should be informed. The Church Safeguarding Officer will keep the records and take advice as appropriate from the Circuit Safeguarding Officer.

Those who use the premises under licence (or who hire the premises for regular or occasional use) are given a copy of the local church safeguarding policy and declare their willingness to comply with the Safeguarding Policy, Procedures and Guidance of the Methodist Church or comparable equivalent guidelines and procedures. They should be asked to adhere to Methodist good practice with regards to safeguarding as a minimum requirement, and this includes appropriate ratios of supervision and gender balance.

**Complaints procedure**

There is a formal complaints procedure within the Methodist Church, which allows concerns to be raised about actions or behaviour by a member or officer of the Church. In addition, employed staff will be subject to relevant contractual procedures. All complaints will be responded to with care, diligence, and impartiality.

A complaint should be addressed to the superintendent minister, the Revd. Dr. Joanne Cox-Darling. If a complaint is made to another person, it should be referred to the superintendent. Meetings will be arranged with the person making the complaint and, usually, the person against whom the complaint has been made, in an attempt to resolve it. If the complaint is against the superintendent, it should be sent to the District Chair, the Revd. Rachel Parkinson

Safeguarding officers must be informed of any complaint or issue relating to the potential abuse of children, young people or adults who may be vulnerable. They will support prompt action to respond to the circumstances of any safeguarding concern, whether or not any party involved wishes to make a formal complaint through the Methodist Church.

**Review**

This policy will be reviewed annually by the Church Council.

Next review date: **October 2024**

**Definition of Key Terms**

1. A child is anyone who has not yet reached their eighteenth birthday.
2. Vulnerable adults: any adult aged 18 or over who, owing to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves.
3. Safeguarding: protecting children, young people, or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
4. Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity, which is undertaken to protect children, young people and/or adults who are suffering or are at risk of suffering significant harm, including neglect.
5. Abuse and neglect may occur in a family, a community, oran institution. It may be perpetrated by a person or persons known to the child, young person or vulnerable adult or by strangers, by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.
6. Worker: anyone working with children or vulnerable adults in the name of Brewood & Codsall Methodist Church, whether in a paid or voluntary capacity.
7. Signed ......................................................................................... Chair of Church Council

Dated ...........................................................................................

**FIRE RISK ASSESSMENT**

**See attached paper**

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**CHURCH COUNCIL MEMBERS POLICY**

[SO613 (2)] Before each meeting the presbyter in pastoral charge or, if none, the Superintendent shall, with the secretary of the Church Council, make out a list, by name, of the persons who are in their opinion members of the Council under Standing Order 511, 610, 611 or 612, as the case may be, distinguishing those, if any, who are not of full age. At the meeting, before any other business is transacted, that list shall be laid before the Council which shall, after making any correction which seems to the Council necessary, adopt it, and the list as thus adopted shall be final and conclusive as to the persons of whom the Council then consists]

Given the nature of our oversight and legal duty, members of the Church Council will be considered as resigned from their roles if they do not attend three consecutive Council meetings.

The Church Council will be a representative body from both locations. There will be no fewer than 3 Church Council representatives from the former Brewood Methodist Church on this merged Church Council.

**CHURCH COUNCIL MEMBERS 2024**

Below are the names of those who will form the merged Church Council of Brewood and Codsall Methodist Churches. The AGM are asked to delegate authority to the Church Council to co-opt other members as needed throughout the year.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name of Office/Role Holder** | **Date of retirement from the Church Council** |
| Minister\* | Revd. Dr. Joanne Cox-Darling |  |
| Church Council Secretary\* | Helen Share |  |
| Treasurer\* | Peter Davies  Peter Share | 2029  2027 |
| Stewards\* | Liz Porteous  Joyce Petley  Helen Share  Alan Eccles  Jenny Hall  Steve Fearnley  Trevor Starling | 2025  2026  2027  2027  2027 |
| Financial Oversight Group | Peter Davies  Peter Share  Jane Ellis  Alan Eccles |  |
| Safeguarding | VACANCY  Gill Leach |  |
| Pastoral Care Co-ordinator | Veronica Cotterell |  |
| Property Steward\* | Steve Fearnley | 2027 |
| Property Team | Steve Fearnley  Peter Sansom  Liz Porteous  Jane Ellis |  |
| Room Booking Secretary\* | Vacancy |  |
| Circuit Steward | David Crooks |  |
| Aligned Circuit Presbyter | Revd. Teddy Siwila |  |
| Accessibility Officer\* | Vacancy |  |
| Church Council members | Nadine Brown  Naomi Fearnley  Sue Fearnley  Julie Eccles  Cathy Rathbone  Sister Betty Vaughan  Val Parker | 2027  2028  2027  2026  2026 |
| Circuit Meeting Representatives | Nadine Brown  Steve Brown  Naomi Fearnley |  |
| Communion Stewards | Linda Jones  David Jones  Alan Eccles  Julie Eccles |  |

\*Denotes being a member of the Brewood and Codsall leadership team

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**IMAGES POLICY**

**Our POLICY STATEMENT on photography, on the Internet and for publicity ...**

At Codsall and Brewood Methodist Church we take the issue of child safety very seriously, and this includes the use of images of children.

We occasionally include images of children and young people in publications and on our website, but we have a duty of care which means that the information we give is limited, reducing the risk of inappropriate contact.

We ask that parents give consent, usually at the time when their children enrol or register to join our clubs or groups, for the church to take and use photographs and images of their children. This is on the understanding that any use of images at Codsall and Brewood Methodist Churches is underpinned by our Safeguarding Policy – Good Practices, no.7.

In addition, at Codsall in the auditorium, there is often livestream recording. The dedicated safe zone is the rear 4 rows on the left as you face the front. This is for anyone who wishes not to be recorded or streamed at any time. Those seated here are reminded that if they move further forwards, they may be captured online.

We will never include the name, age, postal address, e-mail address or telephone number of a child alongside an image.

In accordance with The Methodist Church guidelines, notices will be displayed prominently with the heading "**Photography and Livestreaming**" and stating:

*Photographs and Livestreaming takes place on these premises. These are for possible use in our church magazine, on the church website, on our social media channels, or in our publicity material. The Methodist Church will take all steps to ensure that these images are used solely for the promotion and celebration of the Methodist Church and its clubs and groups.*

If you become aware that these images are being used inappropriately please inform a Church steward or officer as soon as possible.

If you would prefer that your child's photograph is not taken and used for these purposes, please advise the Minister in writing.

April 2024

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**LONE WORKING POLICY FOR VOLUNTEERS**

Codsall and Brewood Methodist Church is committed to providing a safe environment for volunteers. This policy lays out the responsibilities with regard to working alone in the building or grounds. The risk assessment is to be reviewed annually or more frequently if there is any incident involving someone working alone.

# Introduction

At times, many church volunteers will be in situations where they are a 'lone worker'. The recommendations below try to be realistic about what can and cannot be put in place. Whilst it must be recognised that the Church does not have the structure associated with a large business, its aims to be a good employer, concerned about the safety of employees including volunteers.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees and volunteers have responsibilities to take reasonable care of themselves and other people affected by their work.

# Aims of the Policy

The aim of the policy is to:

* Increase volunteer’s awareness of safety issues relating to lone working.
* Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
* Ensure that appropriate support is available to volunteers that equips them to recognise risk and provides practical advice on safety when working alone.
* Encourage full reporting and recording of all adverse incidents relating to lone working.
* Reduce the number of incidents and injuries to volunteers related to lone working.
* Protect everyone from safeguarding related harm.

# Church council’s responsibilities

* Identify staff and volunteers who are lone workers.
* Inform staff and volunteers of their responsibilities under the Lone Working Policy.
* Ensure all new staff and volunteers are aware of Lone Working protocols.
* Ensure that a risk assessment has been completed and documented and is regularly reviewed. A formal Risk Assessment is needed for lay workers and Presbyters.
* Put procedures in place which are designed to eliminate or reduce the risks associated with Lone Working
* Define limits of what cannot be done while working alone
* Ensure that staff and volunteers identified as being at risk are given appropriate information, instruction and training.

# Staff and Volunteer Responsibilities

* It is the responsibility of all volunteers, employees, contractors, and Ministers to take care of themselves.
* No-one should never knowingly put themselves at risk.
* Ensure they read, understand and comply with the Lone Working policy.
* Participate in the risk assessment process to reduce the risk associated with lone working. Any incidents of injury should be recorded in the accident book kept in the kitchen.Any safeguarding concerns should be recorded and reported through the safeguarding protocols.

# Good Practice for Lone Workers

* All employees and volunteers leaving the workplace (or home) to undertake work-related tasks alone should consider leaving details of where they are going and their estimated time of arrival back at base.
* When arranging one-to-one meetings, employees, Ministers, and volunteers should consider whether contact could take place in an environment where confidentiality could be maintained but others would be in the vicinity.
* Lone workers should have access to adequate first-aid facilities.
* Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.
* Lone workers should ensure that external doors remain locked.

# Risk Assessments

The current risk assessment follows, and forms part of this policy.

For reviewing the lone working risk assessment the following questions will be considered:

* Is it necessary for the individual to work alone?
* Does the workplace or task present a special risk to the lone worker?
* Is there a safe means of entry and exit?
* Is there any cash or valuables on the premises?
* Do lone workers have knowledge of the hazards and risks to which they are possibly being exposed?
* Do lone workers know what to do if something goes wrong?
* Does someone else know the whereabouts of the lone workers and what they are doing?
* Are there adequate channels of communication in an emergency?
* Is the person medically fit and suitable to work alone?
* Is there a risk of violence?
* Are women especially at risk if they work alone?
* Is any known risk attached to a home visit?
* Has an alternative to a home visit been considered?
* Has safe travelling between appointments been arranged?
* Have reporting and recording arrangements been made where appropriate?

# Lone Working Risk Assessment

Use this to assess your environment, and your working practices, as well as for an instant assessment of a situation.

A flowchart of a safety hazard

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From Personal Safety at Work, Suzy Lamplugh Trust 2006, revised 2008

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**Health and Safety Policy – Risk Assessment**

Brewood & Codsall Methodist Church

The premises at Brewood are used mainly for worship and supporting social activities, at Codsall the same applies but also to supporting outside group with all their activities. All activities take place on one level.

No employees work full time on the premises.

The Pippins pre-school meets every weekday, and they have their own policies but will refer to the Church’s if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Significant Hazard** | **People at Risk** | | **Controls and Actions** | |
| General fire risk | All users of the premises | | Fire extinguishers at strategic points throughout the building.  Annual service contract for the extinguishers.  Date of the last service recorded on each extinguisher.  Fire certificate displayed on the board.  Smoke alarms provided at high-risk locations | |
| Faulty electrical wiring, leading to fire risk and electric shocks | All users of the premises.  Specific users of electrical equipment | | Electrical wiring system and controls inspected and tested every five years by a competent electrician/  Contract arranged by the circuit.  Date of last test  Portable electrical equipment tested biannually. | |
| Gas escape | All users of the premises | | Annual service of heating systems and provision of a gas certificate | |
| Means of escape from the building | All users of the premises | | Sufficient emergency exits provided, and sign posted.  All emergency exits are capable of immediate opening.  Routes to emergency exits inspected regularly by property stewards and kept clear of obstruction. | |
| General cleanliness and maintenance | All users of the premises | | Cleaner employed to undertake weekday cleaning of rooms, toilets, and removal of rubbish.  All cleaning materials are in two locked cupboards.  Property stewards appointed to be responsible for general maintenance. | |
| Trips and slips | All users of the premises | | Property stewards inspect premises regularly  and ensure paths, steps and corridors are kept clear and safe.  Any problems that cannot be resolved immediately are reported to the Leadership team.  Cones are available to mark off any area considered to be a hazard.  Cleaning takes place early morning before users arrive. | |
| External areas | | All users of the premises | | Paths and car park inspected regularly.  Grounds maintained weekly during growing season by two members of the church.  Floodlighting provided on a time switch control to reduce risk of trips and for general security. |
| Hiring of premises | | Specific users less familiar with the premises | | All external users are approved and arranged by an appointed booking officer.  They are given a copy of the requirements of the church including health and safety issues. |
| Accidents and injury | | All users of the premises | | First aid kits are provided in the coffee bar and the kitchen.  All accidents and injuries must be recorded in the accident book located with the first aid kit in the kitchen and notified to the safeguarding officer. |
| Risks to young people | | Young people in organised groups | | All work with young people is covered by a written safeguarding policy.  The church has a safeguarding officer. |

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**HEALTH AND SAFETY POLICY BREWOOD & CODSALL METHODIST CHURCHES**

This statement is issued in conformity with Section 2(3) of the Health and Safety at Work Act 1974 as a statement of the general policy of the Employer with respect to the health and safety at work of the employees of the Employer and of others.

1. **Statutory Duty of the Employer**

The Employer has a duty to ensure so far as is reasonably practicable, the health, safety, and welfare at work of its employees and, in particular to:

1.1 Provide and maintain equipment and systems of work that are safe and without risks to health;

1.2 Arrange for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

1.3 Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of the employee;

1.4 Maintain any place of work under the Employer's control in a condition that is safe and without risk to health and provide and maintain means of access to and egress from it that are safe and without risk;

1.5 Provide and maintain a working environment for the employees that is safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.

1. **Statutory Duty of the Employees**

Every employee has, while at work, the duty to:

2.1 Take reasonable care for the health and safety of himself or herself and of other persons who may be affected by their acts or omissions at work;

2.2 Co-operate with the Employer so far as is necessary to enable any duty or requirement imposed on the Employer or upon any other person by or under any relevant statutory provision to be performed or complied with.

1. **Policy Statement**

It is the policy of the Employer to promote the health and safety at work of the staff and of all visitors to the premises of the Employer and to that intent to:

3.1 Take all reasonably practicable steps to safeguard the health, safety and welfare of the staff and of visitors to the Employer's premises.

3.2 Provide adequate working conditions for employees with proper facilities to safeguard their health and safety and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.

3.3 Encourage employees to co-operate with the Employer in all safety matters in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.

3.4 Encourage each employee to accept their own responsibility not to endanger themselves or others and actively to assist in fulfilling the requirements and spirit of the legislation.

1. **Health and Safety Rules**

All employees must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and any specific rules which the Employer may publish from time to time.

1. **Accident Book**

Any injury suffered by an employee in the course of their employment, however slight, must be recorded together with such other particulars as are a requirement by statutory regulations in the accident book maintained by the Employer.

1. **Fire Procedures**

All employees must familiarise themselves with fire escape routes and procedures and follow the directions of the Employer in relation to fire.

1. **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Employer and any directions for the use of such must be followed precisely.

1. **Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit.

1. **Working at Heights**

No employee of the Brewood & Codsall Methodist Church may undertake work above six feet from floor level, [or ground level if working outside], without having been fully trained in the use of any equipment needed to reach the working area required. If you are required to use a ladder, and the work you are required to do necessitates your being at a height where your feet are more than six feet above ground level, this work should only be carried out with a colleague aiding and assisting you. As a general rule, any work required to the outside of the buildings should be undertaken by properly qualified and equipped outside contractors who will have the full range of equipment needed.

1. **Maintenance**

Defective equipment, furniture and structures must be reported as such without delay.

11. **Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

1. **Drink and Drugs**

The use of intoxicants on church premises is forbidden. No employee may undertake their duties if under the influence of drink or drugs, except in the case of drugs when he or she is under medical supervision.

***Last Reviewed***: January 2024

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**HEALTH AND SAFETY POLICY FOR CODSALL METHODIST CHURCH**

The Church will always comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (AOCP) guidelines at all times.

The Church will ensure the health, safety, and welfare of those using the premises. The expectation is that any outside group that uses the premises also has their own policies and procedures to ensure their members are safe.

The Church –

• Create an environment that is safe and without risk to health

• Prevent accidents and cases of work-related ill health

• Use, maintain, and store our equipment safely

The property committee and the safeguarding officer will be responsible for the health and safety and risk assessments, and a copy kept in the Ministers vestry and a summary displayed on the board in the foyer of the community centre along with a copy of Pippins Day Care H&S & risk assessments.

The policy and risk assessments will be reviewed on an annual basis or when need arises. The Risk Assessments will identify high, medium, and low risks to those users of the building. The risk assessment will identify aspects that need to be checked on a regular basis. A log will be kept outlining when checks are made and by whom. The regularity of such checks is according to the assessment of individual risks. All reasonable steps are taken to ensure hazards to children both indoors and outdoors are kept to a minimum.

The Role of the Trinity Methodist Health and Safety Officer is responsible for:

• Carrying out regular safety checks and updating the log

• Taking any action required because of a health and safety check as quickly as possible

• Sharing information received on health and safety matters to all staff, volunteers, or users

• Provide adequate training to fulfil any role that is involved in H&S

• Report any incidents, dangerous situations that have led to or may lead to possible injury or damage, and assist in the investigation of any such events/situations

• Undergo any relevant health and safety training when instructed to do so by the setting manager

**Pippins Day Care**

Trinity Methodist in addition will assess any of the risks to health and safety arising out of Pippins day Care activities and introducing steps to eliminate or control any identified risk. Trinity Methodist Church hold responsibility for ensuring Pippins Day Care operate in a safe and hazard free manner. The setting manager and Health and Safety Officer both understand and accept their responsibilities in relation to health and safety procedures. Pippins Day Care will meet with Trinity Methodist on a regular basis (at least annually) to discuss any issues arising. Pippins Day Care will support and share information with Trinity Methodist.

Pippins Day Care has appropriate Employer’s Liability and public liability insurance with a leading EYFS provider; both certificates are displayed in the setting for public view.

1. *It is not appropriate for the minister in pastoral charge to hold the Church Safeguarding Officer role because of the potential conflict with their own responsibilities.* [↑](#footnote-ref-1)