

Model Policy Key Points for External User Groups of Premises - Checklist

Promote a safer environment and culture

- have a safeguarding children and adults policy in place with evidence of/process for annual review and update
- named safeguarding person/point of contact
- acknowledgment that safeguarding is a shared responsibility
- evidence the policy is based on statutory guidance and good practice
- statement that all people are treated with respect and dignity
- the property should be kept safe and checked at the beginning and end of any session for issues, and these reported to the appropriate person
- any transport of children or vulnerable adults will need to ensure the vehicle is suitable and insured and that the driver and escort are safely recruited. An agreed record to be kept for each driver/car.

Safely recruit and support all those with any responsibility related to children and adults at risk of harm

- evidence that staff and volunteers are clear about their roles and responsibilities
- safeguarding training at the appropriate level to be in place for all staff and volunteers
- staff and volunteers are not to work alone or meet alone with a child or vulnerable adult
- all staff and volunteers to be safely recruited with DBS checks completed for all eligible roles and a process in place to assess the appropriateness of anyone who has a blemished DBS.

Respond promptly to every safeguarding concern or allegation

- a process in place to deal with safeguarding concerns without delay
- a process to deal with allegations about staff and volunteers
- a process in place to deal with complaints.

Organisations may have separate policies for social media/electronic communication; photography and video, off-site events. They may also have safer working guidance about adult child ratios, touch and a code of conduct for individual workers.

Users and hirers of Methodist premises

Church Councils are required to ensure that those who use their 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 (such as Scouting and Guiding national safeguarding policy).