



Behold I stand at the door and knock
Revelation 3: 20

The Open Doors Project

Princes Avenue Methodist Church

91 Princes Avenue, Hull HU5 3QP



SAFEGUARDING

POLICY

SAFEGUARDING
Creating Safer Space



Open Doors Project (Hull) O.D.P.H.- Safeguarding Policy

Statement of Safeguarding Principles

OPEN DOORS PROJECT (HULL) respects and values every human being. At the heart of the O.D.P.H. community is a deep sense of welcome and hospitality which is offered to all people who enter through the open door.

Principles

Safeguarding is about the action O.D.P.H. 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:

- safeguarding and protecting all children, young people and adults when they are vulnerable
- establishing a safe, caring community which provides an environment where there is informed vigilance as to the dangers of abuse.

We will carefully select and train all those with any responsibility within O.D.P.H. in line with safer recruitment principles, including the use of criminal records checks through the Disclosure and Barring Service (DBS).

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 support anyone who has suffered abuse and signpost them to professional support services.

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

We will risk assess activities and events ensuring they are supervised by suitable persons and are run as safely as possible.

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

We will additionally adhere to the safeguarding policies, risk assessments and procedures of our host building PRINCES AVENUE METHODIST CHURCH, HULL. Any historical safer recruitment documentation will pass from the Church to O.D.P.H. (Transition from Church to independent charity status 27/10/22)

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OPEN DOORS PROJECT (HULL) Safeguarding Policy

Safeguarding Children, Young People and Vulnerable Adults Policy for OPEN DOORS PROJECT (HULL)

This policy was agreed by the O.D.P.H. TRUSTEES on DATE: _____

O.D.P.H. believes each person has value and dignity. This implies a duty to value all people as individuals and to protect them from harm.

O.D.P.H. is committed to the safeguarding and protection of all children, young people and adults and affirms that the needs of children or of people when they are vulnerable and at risk are paramount.

O.D.P.H. 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. Some O.D.P.H. clients may have increased vulnerability due to issues such as language barriers, financial destitution, lack of status, human trafficking, modern slavery, exploitation, persecution, discrimination.

This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to support O.D.P.H. 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.

O.D.P.H. recognises the serious issue of the abuse of children 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). We acknowledge the effects these may have on people and their development. O.D.P.H. take seriously the promotion of human welfare.

O.D.P.H. 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 at O.D.P.H. or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.
2. **IMPLEMENT** the O.D.P.H. Safeguarding Policy, the Methodist Church Safeguarding Policy, Government legislation, guidance and safe working practices.
3. **PROVIDE** support, advice and training for staff and volunteers to ensure that people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.
4. **ACKNOWLEDGE** the shared responsibility of all of us for safeguarding children *and* vulnerable adults who attend O.D.P.H.

OPEN DOORS PROJECT (HULL) TRUSTEES

Legal responsibility for safeguarding rests with the O.D.P.H. TRUSTEES. The safeguarding officer should be a trustee 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

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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

OPEN DOORS, (HULL) TRUSTEES appoint-

Jane Creamer..... Safeguarding Officer Open Doors Project, (Hull)

and supports them in their role, which is to:

- provide support and advice to the staff and volunteers in fulfilling their roles with regard to safeguarding.
- ensure that a suitable, signed safeguarding policy is available at all times in the building, 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 safeguarding officer
- promote appropriate routes for reporting of concerns
- identify and inform those who are required to attend safeguarding training and maintain records of attendance.
- attend any training and meetings relating to the role
- work in partnership with PRINCES AVENUE METHODIST CHURCH to promote good safeguarding practice on church premises.
- check that safeguarding is included as an agenda item at all O.D.P.H. Management Committee and Trustee Meetings and review policies at LEAST annually.
- inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures.
- advise the 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.

a) Purpose

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

b) Good practice

We believe that good practice means:

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.

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- i) All people are treated with respect and dignity.
- ii) Those who act on behalf of O.D.P.H. should not meet or work alone with a child or vulnerable adult where the activity cannot be seen.
- iii) The O.D.P.H. host Princes Avenue Methodist 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 and vulnerable adults and a 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.
- iv) Any O.D.P.H.-organised transport of children or vulnerable adults will be checked to ensure that the vehicle is suitable and insured and that the driver and escort (where required) are appropriate. A record should be kept in the O.D.P.H. locked filing cabinet for each driver/car. A risk assessment will be completed for such an event.
- v) 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 Safeguarding Officer. A written record of the assessment will be retained securely.

These things are to safeguard those working with children, young people and those adults who may be vulnerable.

c) Appointment and training of workers and volunteers at O.D.P.H.

Workers/Volunteers will be appointed after a satisfactory criminal records check and following the safer recruitment procedures of the Methodist Church (which are adopted by O.D.P.H. as good practice) Each worker/volunteer will have an identified supervisor who will meet at regular intervals with the worker/volunteer. 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).

d) Guidelines for working with children, young people and vulnerable adults

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

e) O.D.P.H. events off the premises

Adequate staffing, a risk assessment and notification of the event will be given to the safeguarding officer prior to the agreement for any event or off -site activity. Notification of the event will be given to the O.D.P.H. Trustees.

f) Complaints procedure

There is a formal complaints procedure within O.D.P.H. and also the Methodist Church, which allows concerns to be raised about actions or behaviour by an employee, client, volunteer or trustee of O.D.P.H.. In addition, employed staff will be subject to relevant contractual procedures. All complaints will be responded to with care, diligence and impartiality.

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A complaint should initially be addressed to the O.D.P.H. Trustees or the O.D.P.H. safeguarding officer (or the Minister of Princes Avenue Methodist Church, Hull if deemed appropriate). 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.

The O.D.P.H. Safeguarding Officer must be informed of any complaint or issue relating to the potential abuse of children 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.

Review

This policy will be reviewed annually by the O.D.P.H. TRUSTEES.

Next review date: _____

g) Key concepts and definitions

- i) A child is anyone who has not yet reached their eighteenth birthday.
- ii) 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. Additionally at O. D.P.H. we recognise vulnerability due to lack of status, finance, trafficking, exploitation, communication barriers, racism, and emotional pressure.
- iii) Safeguarding: protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
- iv) Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity, which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.
- v) Abuse and neglect may occur in a family, a community or an institution. It may be perpetrated by a person or persons known to the child 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.



Signed: Chair of OPEN DOORS PROJECT (HULL) TRUSTEES

Dated 19/12/22