

Ealing Green (Methodist and United Reformed) Church

The Green, W5 5QT, London, Tel: 020 8810 0136 / 07493 983983

Conditions of Use which must be observed by all organisations and users of the premises (the 'Hirer') at Ealing Green Church (the 'Church').

1. LIABILITY INSURANCE, LICENCES AND PERMITS:

1.1 The Hirer acknowledges that the Church gives no warranty that the premises are legally or physically fit for the purposes required by the Hirer and that the Church accepts no liability for any loss, damage to or injury to any person or property, or theft, liability or expense suffered by any person during or as a result of the Hirer's use of the Premises, and that all persons using the premises or bringing personal belongings to the Premises do so entirely at their own risk. The Hirer is responsible for arranging its own Public Liability Insurance.

1.2 The Hirer shall indemnify the Church from and against all costs, claims, liabilities and expenses that arise from any loss, damage or injury to the Premises or any fittings or furniture belonging to the Church caused by the Hirer, its members, clients or participants.

1.3 All Hirers working with children and young people under the age of 18 years, are required to make arrangements for children complying with HM Government's 'Working Together to Safeguard Children' published July 2018:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

It is understood that by signing the acceptance form, the Hirer agrees to implement such a policy, and provide their policy to Ealing Green Church, or abide by Ealing Green Church's own Safeguarding Policy. The Hirer must also have current DBS certification.

1.4 The Hirer shall be responsible for securing all licences and permits, including copyright licences in connection with any use of music and any entertainment licence, required lawfully to use the Premises for the purposes intended and shall indemnify the Church in respect of any failure to secure such licence.

1.5 The Hirer is responsible for ensuring that all activities and their risk assessments adhere to the law, in particular, but not limited to, mandatory requirements regarding Covid19, part of which will be the collection of contact details from all attendees for NHS Test & Trace. The use of the QR codes at entrances is additionally strongly encouraged for all adults.

2. SAFETY AND SECURITY:

2.1 There may be restricted access to some parts of the Church premises by persons with some kinds of disability.

2.2 First Aid box is available in the Kitchen.

2.3 Any accidents should be reported by completing an entry in the Accident Book which is located on Notice Board in corridor outside Large Hall.

2.4 All electric light and gas appliances must be turned off after use, windows shut and outer doors locked. Fire doors should always be checked.

2.5 Fire-fighting equipment is provided and Hirers should acquaint themselves with the location of the facilities in or near the areas in use. If any equipment is used, this should be reported to the Church.

2.6 All corridors and doorways must be kept free of obstruction at all times.

2.7 The Hirer must conduct a risk assessment before activities or events may take place.

2.8 The Hirer must agree to abide by the 'Requirements of Hirers' policy regarding Covid 19 (attached)

3. BOOKINGS:

3.1 Each booking should be made through the Church Office:

Telephone: 020 8810 0136 / 07493 983983

Email: office@egchurch.org.uk

3.2 The rates of hire and arrangements for keys etc., are to be agreed at the time of booking. The hire period is to include 'set-up' and 'clean-up' time.

3.3 Acceptance of booking only authorises the use of areas of the church building as agreed at the time of booking.

3.4 The Church and the Hirer agree that the bookings may be cancelled on either side by giving 30 days' notice of termination, except in the case of emergencies, when the Church reserves the right to give less notice.

3.5 The Church may terminate the booking at any time before or during the period of hire in the event of any breach of the Hirer's obligations.

3.6 The Hirer acknowledges that the Church's charges for use of its premises are reviewed from time to time, and changes will be notified to regular users before taking effect.

3.7 The Hirer acknowledges that the arrangement is not intended to confer exclusive possession and that no tenancy is intended to be created.

3.8 The premises must be vacated by the agreed time. Hirers are asked to ensure that their members leave quietly to prevent any noise intrusion for local residents

3.9 The Premises must be left in a clean condition. Chairs and tables must be left tidy and the floors swept. Brooms, brushes, pans and general cleaning materials are provided and can be found either in the kitchen or in the cleaning cupboard in the corridor. Thorough cleaning & disinfection of surfaces including but not limited to chairs, tables, door handles, light switches, toilets/bathrooms and all areas used are required, in line with our 'clean as you go' policy, designed to minimise risk of transmitting disease. Extra cleaning time to accommodate this will be provided free of charge.

3.10 The pianos must not be touched, moved or played, without prior permission from the Church. In particular, the grand piano in the church space must not be used nor the locking system forced. In addition the organ may not be switched on, played nor the settings/stops etc. changed or interfered with.

3.11 There are no parking facilities available on any part of the Church premises.

4. USE OF ALCOHOL AND SMOKING:

4.1 Alcoholic beverages are prohibited, unless by prior arrangement and approved by the Trustees.

4.2 Smoking is prohibited on the premises

5. DEPOSIT FOR HIRE OF PREMISES:

5.1 A refundable deposit of £50.00 is required in addition to the agreed hire fee, payable to Ealing Green Church. The deposit will be retained in the event of any breakage or damage, or if further cleaning of the premises after use is required.

Updated SJH 29 July 2021

Appendix 1: Requirements for User Groups

Ealing Green (Methodist & United Reformed) Church

'Outside' User Groups:

Requirements for Using the Premises during the SARS-Cov-2 Pandemic

The Managing Trustees have taken steps to make the premises safe for use. However, User Groups not run by Ealing Green Church are responsible for the safe operation of their groups and for ensuring the safety of people participating in their activities. Therefore, all these groups must carry out their own risk assessments and develop plans to show that they can operate safely.

The requirements set out below are intended to help user groups stay safe when using the premises at Ealing Green (Methodist & United Reform) Church.

1. Sarah Hunter, Church Office Manager (SJH) has been appointed the Responsible Person for Covid-19 health, safety & safeguarding as a single point of contact (with a delegated committee to support). SJH is also the 'Venue Manager' with a committee to support.
2. Prior to re-commencing operation, Group Leaders must provide the Trustees with a copy of their risk assessments and plans for safe operation showing how they will comply with government guidelines and any specific regulations applicable to their activity. Although the Trustees may comment on users' risk assessments and plans, their receipt of those assessments and plans should not be taken as indicating that the Managing Trustees have given their approval to those plans. Risk assessments must be reviewed regularly, and changes advised to the Church Office. It is the responsibility of the Hirer to ensure their activity complies with current legislation & guidance by HM's Government
3. Windows/doors in all rooms should be open to allow ventilation during sessions, and afterwards. The small high windows in both the hall and the church space should be left open to allow continuing ventilation, although the larger, lower windows should be closed when leaving.
4. Group leaders should keep records of who attends their sessions for the purposes of NHS Test & Trace. Should any person attending the group become infected with Covid-19 they must follow NHS guidelines for self-isolation and testing and should inform the group leader if they test positive for Covid-19. If contacted by NHS Test & Trace the group leader must provide details of those persons the infected person may have come into contact with. The group leaders must also inform Sarah Hunter that they have done so. Folk attending the building are also warmly encouraged to 'sign in' using the displayed QR code/NHS app.
5. The kitchen may be used for refreshments once more, however the area should be cleaned thoroughly afterwards, including the use of disinfectant spray on all surfaces.
6. On arrival and before departure group leaders should wipe clean door handles, light switches, and any surfaces that they or any person attending the group use or has used, including toilets/sinks and doors to the entrances and exits. Group Leaders must agree to adhere to this 'clean as you go' policy to ensure safety for all. Ealing Green Church will provide suitable cleaning materials.
7. All persons attending the group should sanitise or wash their hands upon arrival.
8. Adults and children aged 11+ are warmly encouraged to wear a mask/face covering within the building, particularly in communal areas such as corridors, toilets and kitchen, and groups must provide their own/spare masks or face coverings. Persons participating in a class or activity where they are hindered by wearing a face covering (such as group exercise or drama rehearsals) may participate without wearing one, however they are asked to wear one when entering, exiting or otherwise moving around the building, including using the bathrooms. Ventilation of the rooms between classes must take place.
9. All persons using toilets should sanitise their hands before doing so. This is to reduce the risk of people contaminating toilet handles and fittings. They should also wash their hands when finished.

10. While the Managing Trustees will provide hand sanitiser at entrances and outside or near toilets, User Groups should have their own hand sanitiser available. As time goes by, a small PPE charge may be requested, if necessary.
11. Group leaders will be asked to sign a fresh copy of the booking form, and provide a copy of their current public liability insurance, before their booking recommences.
12. As guidelines may change at short notice, all groups must agree to adhere to instructions from their own regulatory bodies, or given to them by the Church Office, as necessary.
13. A full copy of Ealing Green Church's risk assessment is available upon request and will also be found on our website.

Updated by SJH 27th July 21

Ealing Green Church General Risk Assessment

Introduction

This document is designed to identify and mitigate any risks associated with the building known as Ealing Green (Methodist & United Reformed) Church, or Ealing Green Church (EGC) for short. Before undertaking any activity or booking, users are advised to also undertake their own risk assessment, and to consider carefully the particular needs of their group in doing so.

We have a separate risk assessment regarding Covid19, a GDPR & Privacy Policy, and a Safeguarding Policy, please contact the Church Office if you would like copies.

Anyone hiring a room here at Ealing Green Church must first complete a booking form and agree to adhere to our Terms and Conditions, along with the policies above. You must also arrange your own public liability insurance and the Church Office may request a copy before keys are released. People working with children must also have a current DBS certificate, and again, we may request a copy.

Please note that we do not allow alcohol to be served (unless by prior arrangement with the Trustees) and that we do not have an entertainment licence.

Guidelines to the capacity of rooms may be found in the booking leaflet, and it is not safe to exceed these, particularly in regard to safe evacuation of the building. While the Covid19 risk assessment is in place room capacities are reduced.

Building users must take care to shut internal fire doors, shut all windows and lock external doors (and lobby area gates) when leaving, to avoid break-ins/fire damage. The intruder alarm must be set by the last person to leave the building. You may need to liaise with other users to establish who will be last to leave.

Who is at risk?

All those using the building may be at risks from various hazards. Please make yourself aware of what they may be and make a plan to mitigate these during your visit. This document is laid out in an area by area arrangement, and you should bear in mind any particular needs of your group.

Fire is a risk for the whole building & everyone in it – rather than include this room by room, please see the section for fire/fire policy at the end of the document.

Please note that there is a first aid box in the kitchen, along with an accident book.

Persons working alone in the building must adhere to the Lone Workers policy and pay great attention to personal safety. Please see 'church office' for details.

Arriving and Leaving from Ealing Green Church

Risks	<ul style="list-style-type: none"> • Trips and falls when entering and leaving • Cars maneuvering in the car-park • Unwanted visitors to rooms or events • Power door may malfunction (office lobby)
Mitigations	<ul style="list-style-type: none"> • Care must be taken when walking into the building, particularly if the pavements or steps are wet/slippy. Hand rails are provided both to the front of the church and the church office entry • Leaves should be swept up promptly by either EGC staff OR group leaders, an outside broom is available in the broom cupboard in the hall corridor • Although outside lighting is provided, persons visiting may need a torch/phone torch in case of failure, when dark • Pedestrians should avoid parked cars by walking on the flags (protected by bollards) when arriving or leaving, and not on the graveled area. Parking is reserved for staff and disabled persons ONLY. • Doors should be locked after arrival to avoid any unwanted person from also entering the building. If the doors are left unlocked, with the black side gate open, than a group member should remain either in the foyer or office lobby (depending on which area of the building is being used) to monitor who is coming into the building. Doors to the street must not be left unattended at any time. • The brown power door is regularly serviced. Users should prevent children from playing with the buttons to open & shut the door. The power door MUST not be wedged open or prevented from shutting manually – rather the control button to keep the door open should be used if needed.
Actions	<ul style="list-style-type: none"> • EGC should regularly check entrances and exits for hazards, and arrange repairs if necessary.

Foyer (including Servery & accessible toilet)

Risks	<ul style="list-style-type: none"> • Trips and falls • Burns/scalds from tea urn • Blown fuses – issue with fuse boards • Door from accessible toilet may open onto a person
Mitigations	<ul style="list-style-type: none"> • The foyer area should be kept clear from clutter to avoid trip hazards, and doors should not be blocked. If a pop up sign is used this MUST be able to be moved promptly in the case of building evacuation • Any liquid spillages/spilt food should be mopped up promptly to avoid slipping, and the 'wet floor' hazard signs should be used. If there are no mops/signs/insufficient cleaning materials to be found in the servery then the group leaders should use the ones in the Utility Room

	<ul style="list-style-type: none"> • Folk should hold onto the bannister when climbing the stairs to the balcony. • Children must be supervised at all times, but particularly on stairs and in the balcony. • Care should be taken with the tea urn to avoid burns/scald and only adults should use it. Tea bar area must not be crowded with too many people. If a burn should occur then appropriate first aid is to place the area under cold running water for no less than 10 minutes. • Group leaders must not allow multiple folk to wander behind the tea bar, but rather assign a few persons (2 or 3) to serve refreshments (when allowed – see COVID19 risk assessment). • The fuse board for the church area, along with the foyer and external lighting is located in the ‘flower cupboard’ and must remain accessible at all times • When using the accessible toilet, the door should be opened slowly to ensure there is no-one on the other side
Actions	<ul style="list-style-type: none"> • Group leaders to be advised when booking the location of the utility room key • EGC staff should regularly inspect the area for hazards • Cleaners should ensure the cleaning supplies are present in the servery. • The area must be left clean and tidy after use

Church Sanctuary

Risks	<ul style="list-style-type: none"> • Trips and falls • Injuries caused by moving furniture • Use of candles
Mitigations	<ul style="list-style-type: none"> • The area must be kept clear from clutter to avoid trip hazards • Chairs must be arranged with an aisle or sufficient room to allow free entry and exit, particularly in regards to safe evacuation or blind/partially sighted persons • Spillages must be mopped up promptly and the wet floor signs used, as per the foyer, to avoid slips. Food is not generally allowed in the church space • Folk using the lectern & lectern stand should be assisted on & off the step if needed • Chair dollies should be used for the blue stacking chairs, and each dolly can take 40 chairs, they must not be overloaded. The chairs with arms do not fit the dollies and should be left against the walls when not in use • At least 2 persons are needed to move the grand piano • The organ bench should not be moved from in front of the organ • The communion table should not be lifted as the top is delicate, rather it should be slid along the floor by two persons • The AV desk is very heavy, connected by cabling to the AV system and must not be moved • Candles should only be used by adults and must be located so that they do not cause a fire hazard, for example on a stand (advent) or on the communion table. They must not be left unattended and must be extinguished after use.
actions	Regular inspections to be carried out, area to be left clean & tidy after use.

Church Office Lobby – this area must be kept clean and tidy at all times, to allow the smooth flow through of people. To be cleaned and inspected regularly. The area can be ventilated by the use of windows, door to the courtyard and/or ceiling velux.

Church Office and/or Circuit Finance Office: these rooms are for the use of the Church Office Manager, Minister and Managers only, or Circuit staff. The Circuit Office only locks with a key.

risks	<ul style="list-style-type: none"> • Trips and falls • GDPR breaches caused by unauthorised access to paper files or computer • Lone working • Inadequate ventilation
Mitigations	<ul style="list-style-type: none"> • Area must be kept clear and tidy, avoiding clutter. Care should be used with the wheeled office chairs • Spillages should be cleared up immediately • The church office should be kept locked when it is not in use. • The filing cabinet is also to be kept locked and the desktop computer must be password protected. • Databases such as iKnow Church (bookings, people, donations) and Data Developments (accounting package) must also be password protected • Lone workers should adhere to the Lone Working policy issued by the Methodist Church. In particular the doors must be kept locked when alone in the building, callers must not be told that someone is alone in the building, and only no-one is to be allowed access to the building unless that person is both known and expected (by appointment). Strangers must not be admitted under any circumstance. • Dial 999 in an emergency, locking both doors to the office from the inside, if needed (locking self into room). • To ventilate the room the small built in ceiling fan may be used, and the door to the lobby kept open, along with the window, to allow a flow through of air.
Actions	Lone worker policy to be provided on request. Area to be inspected regularly. Lone workers should always carry a mobile phone.

Vestry: this room is similar to the church office, and should be kept clean, tidy & clutter free in the same manner. In an emergency the door may be locked from the inside. The vestry also contains lockers, some of which are available for building users, however if the room is in use by the Minister, or during ABRSM Music Exams the room will not be accessible to others. Ventilation/lighting is excellent.

Corridor: the hall corridor is narrow and must not be blocked by clutter, even temporarily. Building users should look through the glass panels in the doors before opening to avoid collisions. Children must not be allowed to run up & down the corridor and folk should not sit on the floor at any time. Parquet flooring to be regularly inspected and hazard tape used if any part is loosened. Persons queuing for the toilet must do so neatly along the wall, to avoid blocking the corridor.

Hall

Risks	<ul style="list-style-type: none"> • Trips and falls, including from the stage, or on uneven flooring • Stacking chairs may topple onto folk • Moving stacking chairs may cause injury/damage to floor • Stage curtains are broken & do not draw • Doors to the garden may swing/break in the wind • Stage area is cluttered behind the curtains (currently) • Unauthorised access to the overhead walkway/projection room may result in accidents/falls • Unauthorised usage of equipment belonging to other users, causing breakages or even theft • Helium balloons may 'escape' and rise to the apex of the ceiling, obstructing the smoke detector. If this happens it could be several weeks before they fall down to the floor
Mitigations	<ul style="list-style-type: none"> • The hall floor area must be kept clean and clutter free. • Folk must take great care if walking or standing on the stage in front of the curtains, as the area is narrow and the stage curtains must not be drawn. Children are not allowed on the stage and must be supervised in the hall • If the parquet flooring should become loose it must be taped down with hazard tape at once • Spillages of food/drink/other liquids or substances must be cleaned up at once, and 'wet floor' sign used • Stacking chairs must be arranged to that they face the wall and cannot fall forward into the hall • When moving chairs the chair trolley must not be overloaded, nor should chairs be dragged across the floor. • The stage curtains are not in use, the winding mechanism is broken and they are not to be opened or closed under any circumstances. To access the stage the rear stage door in the corridor must be used. • Doors to the garden must be fastened by the wall hooks if opened, and not allowed to swing to and fro • No-one is to access the upper walkway/projection room via the stage, unless they are EGC staff/volunteers. The area is out of bounds to all other users • Users are informed that equipment must not be left on the stage without the express permission of Ealing Green Church. Items left there are done so at the owner's risk, there is no means of securing them and EGC cannot guarantee others will not use them or even take them. • Helium balloons are not allowed
Actions	<p>It is planned to replace the stage curtains, along with the hall curtains during 2022. The hall floor is due to be replaced sometime in the next two or three years. In the meantime the area is to be regularly inspected and repaired/taped over as necessary.</p>

Utility Room

Risks	<ul style="list-style-type: none"> • Unauthorised entry/use of supplies & hazardous chemicals • Items falling from high shelves • Heavy items • Trips & falls
Mitigations	<ul style="list-style-type: none"> • The Utility Room is to be kept locked to prevent unauthorized access, particularly with regards to expensive supplies and/or hazardous chemicals • However, group leaders should be advised as the location of the key, in case supplies are needed. • To reduce the need to enter the utility room, 'clean as you go' baskets are located in all areas. Children must not be allowed to touch these. • Items must be securely stacked on shelves to avoid their falling off, lighter items such as toilet rolls can be placed on higher shelves • Care must be taken when lifting heavy items, ideally packs of cleaning materials will be opened and split up, to avoid excess lifting • When in use by the cleaners, the window should be opened to allow ventilation, particular as the room contains a boiler • Any spillages must be mopped up at once, the floor should not be left wet
Actions	The Church Manager should advise cleaners as to safe procedures, along with inspecting the room and the stocks of cleaning materials. Cleaners should advise the church if stocks of cleaning materials, hand towels etc. are running low.

Rainbow Room

risks	<ul style="list-style-type: none"> • The door shuts forcefully, and could trap fingers • Unauthorised use of the piano supplied by ABRSM may result in it becoming out of tune • Trips/falls as in other rooms
Mitigations	<ul style="list-style-type: none"> • Care should be taken with the door to avoid slamming • During 'exam season' the piano in the Rainbow Room may be neither moved or used, unauthorised usage is forbidden • The room must be kept free of clutter and spillages must be cleaned up immediately. The room is carpeted.
actions	The room should be inspected regularly. The exam piano to be labelled when in situ.

Back Door/rear emergency exit: is not designed for general use, but may be used in emergency evacuation. To open the door you need to turn the door lock, the push bar is not operational. Use of this door avoids small steps in the courtyard area. To leave the premises, turn left, collect the key in the safety 'break glass' box affixed to the fence, and open the padlock on the metal gate to The Grove.

Parlour

Risks	<ul style="list-style-type: none"> • Trips and falls/accidents. Particularly on the slope leading down to the doorway of the parlour from the corridor • Doors to the garden could swing in the wind and break • Stacking chairs could topple into the room, causing an accident • Smoking by the door could cause a fire or unwelcome smell into the room, plus cigarette butts causing unpleasant litter • Stored items could be interfered with or stolen
Mitigations	<ul style="list-style-type: none"> • There is a bannister on the wall to assist with the slope to the room • Doors to the garden should be secured to the outer walls when open • Stacking chairs should be stacked facing the wall • Smoking in the garden is only permitted to a few of the addiction groups (such as AA). All smoking should take place well away from the doors and butts must be allowed to cool before being cleared away. Ashtrays must be used. No other users are permitted to smoke • Users are advised that stored items are not secured and Ealing Green Church cannot guarantee their safety. No items may be stored without the express permission of Ealing Green Church.
Actions	Regular inspections.

Toilets/Accessible wet room (corridor)

risks	<ul style="list-style-type: none"> • Slips and falls on wet floor • Toilets/babychange left in unsanitary manner
mitigations	<ul style="list-style-type: none"> • Water spillages must be mopped up immediately and 'wet floor' sign used • A rubber broom for sweeping water is located in the accessible wet room, opposite the parlour • Babychange station should be cleaned before and after use, using cleaning materials provided (in basket) by EGC • Cleaning materials and toilet brushes may be found in each cubicle – if necessary gloves & disposable aprons may be found by the babychange units • Children must be supervised by an adult when using the toilets, to ensure cleaning materials are not handled
actions	<ul style="list-style-type: none"> • Toilets are cleaned 3 times weekly by cleaners • Church Office Manager will inspect the bathrooms each working day • Group leaders to inspect the bathrooms before and after their meeting time

Kitchen

risks	<ul style="list-style-type: none"> • Slips and falls on wet/dirty floor • Burns/scalds – from either the hobs/oven or boiling water • Burns from microwaved hot food • Lifting heavy items leading to injury, particularly full trays from the industrial dishwasher • Poor food hygiene leading to illness • Cuts from sharp objects or from broken items such as broken glass • Unattended children in kitchen may have an accident • Inappropriately stored food may lead to vermin • Dishwashers may become mouldy/unhygienic if not regularly used
mitigations	<ul style="list-style-type: none"> • Water/other liquid/food spillages must be mopped up immediately and 'wet floor' sign used • Oven gloves should be used when handling hot objects, and care must be taken when using the hot water boiler/kettles for drinks, or draining boiling cooking water. When draining boiling water, the cold tap should be run at the same time to avoid scalds from steam. The hot water boiler must be switched off after use/before leaving the building. See Actions for first aid for burns/scalds. • Microwaved food or drinks must be stirred before serving or consuming, to avoid hot spots • Folk should avoid lifting heavy items, and seek assistance when necessary. In particular the trays for the industrial dishwasher are very heavy when full, two persons should lift them • Food hygiene – all areas should be cleaned with appropriate cleaning products before and after use. Food placed in the communal fridge should be labelled with use by dates, or marked to show when they were prepared. All foods should be stored in suitable containers and covered, in particular they must not be allowed to drip/spill. Particular attention must be paid to raw meat or fish, which must not be allowed to leak/drip onto other foods, especially those that might be served raw or are already cooked. • All crockery/utensils/pans etc. must be washed after use with hot water and detergent, preferably in the dishwasher • Hand washing must take place in the handwashing sinks only • The kitchen must be left thoroughly clean and sanitised after each and every usage • Knives and other sharp objects must be handled carefully and returned to the knife box after use/cleaning, which is deliberately stored too high for children to reach. See Actions for first aid for cuts. • As well as necessary first aid, any broken glass must be wrapped and placed directly into the outside (Veolia) bin to avoid further injury to cleaning staff • Unaccompanied children are not allowed in the kitchen • Food stuffs that are kept in the cupboards must be stored in suitable metal or hard plastic containers, to discourage vermin, such as mice or cockroaches. It is not sufficient to store items in merely their thin plastic or card packaging. • Cleaning staff will run the dishwashers once a week, to ensure cleanliness

actions	<ul style="list-style-type: none">• First aid for burns/scalds is to hold the area under cold running water until it stops hurting, this may take longer than 10 minutes. Do not apply any creams/lotions or fatty substances such as butter (which will concentrate the heat). If the burn is severe then cover it with cling-film and seek medical attention. Do not use a cloth, which may stick to the burn.• First aid for cuts is to apply pressure to the wound with a clean cloth, elevating the cut above head/heart height if at all possible. Wound dressings are available in the first aid box, but if cut will not stop bleeding seek medical attention• The Church Office Manager, volunteers and/or cleaning staff may dispose of inappropriately stored food/drinks as they deem necessary.• As well as requiring the kitchen to be left clean after every user, cleaning staff will thoroughly clean the kitchen and servery weekly
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Critical Incidents

Under review at present

This documents was reviewed by the Trustees 20 May 2021.

EALING GREEN CHURCH – FIRE POLICY PROCEDURES

Emergency Plan for Evacuation

The purpose of this 'Emergency Plan' for evacuation of the premises in the event of fire is to instruct all visitors and work people upon what action to take in the event of a fire, so that everyone in the premises has ample time to make a speedy and orderly exit to a pre-determined place of safety. It is therefore most important that the 'Plan' is read and understood by all concerned. Being familiar with the design of the fire escape route and its built in protection is the best way for you to appreciate why it is important for you to follow the actions set out in the 'Plan'. EACH GROUP IS RESPONSIBLE FOR ITS' OWN SAFETY.

The Fire Escape Route

The front section of the building, which includes the Worship area, front Foyer and areas connected to the Reception, has two fire escape exits:-

- The main entrance to the foyer directly onto Ealing Green
- The rear exit from the worship area via the doors to the left & centre of the chancel area showing the fire exit signs, passing through corridor into Reception, turning left alongside church to Ealing Green.

The Kitchen, Reception, Office and Minister's vestry also form part of this section of the building. Persons using those areas can leave by either:-

- entering the main church and leaving via the front Foyer route;
or
- entering the Reception area and leaving the building via the doors leading to outside route to Ealing Green.

The rear section of the building, incorporating the Hall & stage area, Toilets, Office (2), Parlour, Rainbow room and Utility room has three means of escape:-

- The main doors giving egress from the front Foyer leading directly on to Ealing Green
- The fire exit doors in the Hall, turning left and following passage past Parlour leading to gate into Holinser Terrace.
- The single fire exit door at end of corridor beyond Utility Room, turning left and following route through gate into Holinser Terrace.

Fire extinguishers have been provided in various places throughout the building for use if it is safe to do so. (See Appendix 1)

- Fire Stewards are appointed to all areas in use during Church activities. Their role is to lead any action required in the event of an emergency.
- Independent building users provide their own Emergency Plan and Stewards.

Now you understand what steps have already been taken to assist your safe exit from the property it is your responsibility to carry out the following instructions.

EMERGENCY EVACUATION PLAN. FIRE STEWARD - Action on Discovering a Fire

If a fire starts in the area that you are responsible for and if it has not been detected by the sensor, you must: **PRESS A FIRE ALARM BUTTON**

- Make sure that everyone in that area is aware of the need to leave and do so as quickly as possible, not stopping to gather personal items.
- If you have time to turn off the power source to gas and electricity before leaving do so. If it places you at risk do not attempt to do it.
- **CLOSE** all doors in the area as you leave, especially ones leading to other occupied areas in the building, to keep the fire escape route safe for other people to use.
- Leave the building in an orderly manner.
- Assemble in the designated place of safety which is:

ON THE GREEN OPPOSITE FRONT OF CHURCH

Place of Safety

- Once you reach the place of safety try to identify the others assembled there and which people, if any, are missing. This and any information about those people will be helpful information for the Fire Brigade.
- You must not go back into the building until the Fire Officer in charge has given you permission to do so. Remember that no item is as valuable as your life.

This Emergency Plan should be reviewed annually or following alteration to any arrangements within the premises.

Updated July 2016.

Page BreakAppendix 1 Fire Extinguishers and Locations

4 types of fire extinguishers are available within the building, Water, Carbon Dioxide, Powder and Foam, which are all colour coded. Fire blankets can also be found in main kitchen and on stage. Water extinguishers are for use on general furniture containing wood, fabric etc. It must never be used to extinguish electrical source fires. Carbon Dioxide is safe to be used in a more general way including electrical sourced fires.

Whilst it is possible for a person to use an extinguisher to put out small fires before they present a greater danger no-one should try to do so if they are unsure of how to use the extinguisher or if their own lives would be put at risk.

Extinguishers are located at the following points within the building:

Water – Red with 2 white bands	Tea Bar at main front entrance to church Parlour, Hall – front of stage Corridor at rear fire exit
Foam – Red with white band	Corridor outside kitchen, Church near organ, Hall near Hatch
Powder – Red with blue band	Store – outside Boiler Room
Carbon Dioxide	Boiler room (top of steps) Office-2, and Office/Reception, Church – A/V desk, gallery, Hall (front of stage), Church Foyer Stage walkway, Utility room



Managing Trustees' Privacy Notice

INTRODUCTION

Welcome to the privacy notice for Local Churches, Circuits and Districts within the **Methodist Church in Great Britain**.

The Local Churches, Circuits and Districts within the **Methodist Church in Great Britain** respect your privacy and are committed to protecting your personal information (**personal data**). This privacy notice lets you know how we look after your **personal data** which either you provide to us or we obtain and hold about you and it tells you about your **privacy rights** and **how the law protects you**.

This privacy notice is available online in a layered format so you can click through to the specific areas that you may be interested in. These are set out below. Alternatively you can download a PDF version ([PDF version](#)) or you may have been provided with a hardcopy (printed) version of the notice. Please also use the Glossary to understand the meaning of some of the terms used in this privacy notice.

1. IMPORTANT INFORMATION AND WHO WE ARE

2. THE DATA WE COLLECT ABOUT YOU

3. HOW YOUR PERSONAL DATA IS COLLECTED

4. HOW WE USE YOUR PERSONAL DATA

5. DISCLOSURES OF YOUR PERSONAL DATA

6. INTERNATIONAL TRANSFERS

7. DATA SECURITY

8. DATA RETENTION

9. YOUR LEGAL RIGHTS

10. GLOSSARY

11. ANNEX

1. IMPORTANT INFORMATION AND WHO WE ARE

PURPOSE OF THIS PRIVACY NOTICE

This privacy notice aims to give you information on how Local Churches, Circuits and Districts within the **Methodist Church in Great Britain** collect and **process** your **personal data** which either you provide to us or we obtain and hold about you including any data you may provide when you become a member, volunteer to help at your Local Church or provide your details to be included in the Circuit or District directories.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or dealing with **personal data** about you (e.g. website privacy notices and employment privacy notices) so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

CONTROLLER

The **Methodist Church in Great Britain** is a membership church made up of different bodies of Managing Trustees; Local Church Councils, Circuit Meetings and District Synods. These individual charities form part of the wider connexion of the **Methodist Church in Great Britain** details of which can be found [here](#). This privacy notice is issued on behalf of Local Churches, Circuits and Districts within the Methodist Church in Great Britain and when we mention, “**we**”, “**us**” or “**our**” in this privacy notice, we are referring to the relevant charity within the wider Connexion of the **Methodist Church in Great Britain** that is responsible for processing your data.

Trustees for Methodist Church Purposes (TMCP) is the controller and responsible for general data protection issues arising in respect of day to day matters such as lists of members, third party users of church premises and lay employees employed by local Churches, Circuits and Districts. The Connexional Team (registered under the name of the Methodist Church in Great Britain) is the controller and responsible for data protection matters concerning safeguarding and complaints and discipline issues. When we mention the **controller** we mean the relevant controller.

We have appointed a data protection working party (Working Party) comprised of representatives from both **controllers** which is responsible for overseeing questions in relation to this privacy notice.

If you have any questions about this privacy notice, including any requests to exercise *your legal rights*, please contact the relevant contact for the Working Party using the details set out below.

CONTACT DETAILS

Our full details are:

The **Local Contact** is the individual at the Local Church, Circuit or District who is responsible for day to day administration of data protection matters and their details will be set out in the fair processing notice issued by that charity. In the absence of specific information, the minister (in the case of a Local Church), the superintendent minister (in the case of Circuits) or the appointed data champion or District Chair (in the case of the District).

The controller for routine, day to day data protection matters for Methodist Local Churches, Circuits and Districts is:

Trustees for Methodist Church Purposes
Central Buildings
Oldham Street
Manchester
M1 1JQ

Name or title of Working Party contact: Laura Carnall, Legal Manager
Tel: 0161 235 6770
Email: dataprotection@tmcp.methodist.org.uk
Web: www.tmcp.org.uk

The controller for matters relating to safeguarding matters or complaints and discipline for Methodist Local Churches, Circuits and Districts is:

The Methodist Church in Great Britain
The Conference Office
Methodist Church House
25 Marylebone Road
London
NW1 5JR

Name or title of Working Party contact: Georgina Crowhurst, Legal Counsel (Governance) & Data Protection Officer
Tel: 0207 467 3779
Email: dataprotection@methodistchurch.org.uk
Web: www.methodist.org.uk

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

CHANGES TO THE PRIVACY NOTICE AND YOUR DUTY TO INFORM US OF CHANGES

This version was last updated on 21st May 2018.

We have the right to update and amend the provisions of this notice to ensure continual compliance with data protection legislation. We will provide you with copies of the new notice wherever it is practically possible to do so but please check the online or locally displayed hardcopy notice regularly to see if any updates have been made.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with the Methodist Church in Great Britain.

2. THE DATA WE COLLECT ABOUT YOU

Personal data, or personal information, means any information about a living individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about our members, ministers, volunteers, employees, adherents, church attendees, users of our premises, those who are interested in and supportive of the work of the Methodist Church, individuals who provide services to us and individuals who contact us.

We have grouped the different kinds of personal data together as follows:

- **Administrative Data** includes details about you included in orders of service; Circuit plans; Church Council, Circuit Meeting and District Synod Minutes; Local Church notices; lists of room bookings; invoices; supplier and contractor details; catering records and back-up files e.g. something that you said in the Circuit Meeting that could identify you.
- **Image Data** includes photographs taken of you where it is possible to identify you and images of you caught by any CCTV or similar devices at Local Church, Circuit or District premises.
- **Contact Data** includes home address, email address and telephone numbers e.g. information used to contact you.

- **Employment Data** includes employment history, training records, pension information, details about next of kin and other details relating to your employment by Local Churches, Circuits or Districts.
- **Financial Data** includes bank account and payment card details.
- **Identity Data** includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.
- **Marketing and Communications Data** includes your preferences in receiving information from us about church events and fundraising and our third parties and your communication preferences.
- **Member and Group Data** includes details of membership of the Methodist Church in Great Britain, offices held, membership of Local Church groups, rotas, registration for Local Church groups and events, attendance information (e.g. Sunday School attendance).
- **Official Records** includes lists of those who have been baptized, confirmation records, marriage records, funeral records and lists of visitors to Local Churches.
- **Parental Contact Data** includes details of parents (e.g. on parent contact forms).
- **Pastoral Data** includes details and records of pastoral support and prayer requests.
- **Special Categories of Data** includes your race or ethnicity, your religious beliefs, sex life, sexual orientation, information about your health, also information about criminal convictions and offences in keeping with the Safeguarding Policy of the Methodist Church in Great Britain.
- **Tax Data** includes national insurance numbers and other information that may be required by HMRC relating to gift aid donations and other tax related payments and receipts.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access any websites or social media operated by Local Churches, Circuits or Districts .
- **Transaction Data** includes details about payments to and from you and other details of your room hire, licence agreement or rental agreements that you enter into with us relating to our premises.

IF YOU FAIL TO PROVIDE PERSONAL DATA

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with accommodation under a tenancy agreement or process gift aid payments). We will notify you if this is the case at the time.

3. HOW YOUR PERSONAL DATA IS COLLECTED?

We use different methods to collect data from and about you including through:

- **Direct exchanges.** You may choose to provide personal information to us direct e.g. by speaking to us at Local Church, Circuit and District events, by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
 - join and take part in Local Church, Circuit or District groups;
 - become a member of the Methodist Church in Great Britain;
 - apply for paid or voluntary roles within the Methodist Church in Great Britain ; or
 - enter into property contracts with us including leases, licence agreements, tenancy agreements and booking forms;
- **Automated technologies or interactions.** As you interact with any websites run by Local Churches, Circuits or Districts (Local Websites), we may automatically collect Technical Data about your equipment, browsing actions and patterns.

We may collect this personal data by using cookies, server logs and other similar technologies. Please see website privacy notices and cookie policies available from such Local Websites for further details.

- **Third parties or publicly available sources.** We may receive personal data about you from various third parties and public sources as set out below:
 - Your family members;
 - Our ecumenical partners in the case of shared churches and Local Ecumenical Partnerships;
 - Identity and Contact Data from publicly available sources such as Companies House, the Charity Commission and the Electoral Register based inside the EU.

4. HOW WE USE YOUR PERSONAL DATA

FAIR PROCESSING

The Methodist Church in Great Britain takes its obligations under data protection law (including the General Data Protection Regulation (GDPR)) seriously. Local Churches, Circuits and Districts keep personal data as up to date as possible and take active steps to rectify any personal data we find to be incorrect. Local Churches, Circuits and Districts store and destroy personal data securely and do not collect or retain personal data which is in excess of our processing activities. Local Churches, Circuits and Districts take steps to protect all personal data (including **Special Category Data**) from loss, misuse, unauthorised access and disclosure by ensuring that appropriate measures are in place to protect personal data.

Local Churches, Circuits and Districts ensure that personal data is processed in accordance with the principles of the GDPR and is processed:

- Lawfully, fairly and in a transparent manner;
- For specified, explicit and legitimate purposes and not processed in a manner which is incompatible with those purposes;
- Accurately, relevantly and limited to what is necessary in relation to the purposes for which it is processed;
- Kept accurate and where necessary kept up to date, with all reasonable steps being taken to ensure that all inaccurate data is erased or rectified without delay;
- Is not kept longer than is necessary for the purposes for which the personal data is processed; and
- In a manner that ensures appropriate security of the Personal Data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage by using appropriate technical and organisational measures.

HOW WE USE YOUR DATA

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where it is necessary for our **legitimate interests** (or those of a third party) and your interests and fundamental rights do not override those interests.

Legitimate interests means the interests of Local Churches, Circuits and Districts in operating as a membership Church, supporting our members and the communities we work in and conducting and managing our missional activities to enable us to fulfil the calling of the Methodist Church in Great Britain. We make sure we consider and

balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting your Local Contact.

- Where we need to perform the contract we are about to enter into or have entered into with you.

Performance of Contract means processing your personal data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract including employment contracts and property contracts, such as licences and tenancy agreements.

- Where we need to comply with a legal or regulatory obligation.

Comply with a legal or regulatory obligation means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

In rare cases we may need to use your personal data in the following circumstances:

- Where we need to protect your **vital interests** e.g. in an emergency life or death situation where the emergency services are called to treat you when you are with us.

Vital interests means where it is necessary to use your personal data to protect your "vital interests" or those of another person (such as a child) in a life-or-death situation.

- Where we need to perform a task carried out in the public interest e.g. in certain safeguarding situations.

Refer to the Lawful bases Guidance Notice (click [here](#) if you are reading this privacy notice online) to find out more about the types of lawful basis that we will rely on to process your personal data.

Generally we do not rely on consent as a legal basis for processing your personal data other than in relation to sharing your personal data with third parties (including where **Contact Details** are made publically available through Circuit and District Directories, Circuit Plans and noticeboards), sending marketing communications to you via email or to legitimise dealing with **Special Category Data**. You have the right to withdraw consent at any time by contacting the appropriate Local Contact although this will not prevent processing where the law allows us to process for a different reason in addition to consent.

SPECIAL CATEGORY DATA

Where data processing relates to **Special Categories of Data** (e.g. health information included in pastoral records or prayer requests) the following processing conditions apply in addition to the legal basis identified in the table in the Annex to this privacy notice:

- **Explicit Consent** has been given by the data subject;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not for profit body with a religious aim provided:
 - the processing relates to member or former members (or those who have regular contact with it in connection with those purposes; **and** there is no disclosure to a third party without consent;
- Processing relates to personal data manifestly made public by the data subject;
- Processing is necessary for the establishment, exercise, defence of legal claims or where the courts are acting in their judicial capacity; or
- Processing is necessary for archiving purposes in the public interest, scientific and historical research purposes or statistical purposes.

PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA

We have set out in detail in the Annex to this privacy notice, in a table format, a description of the main ways we plan to use your personal data, and which of the **legal bases** we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please *contact the Local Contact* if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table in the Annex.

NOTIFYING YOU ABOUT EVENTS AND FUNDRAISING

We like to notify our members, those in regular contact with the Methodist Church and third parties who support the Methodist Church about upcoming church events and fundraising opportunities so that you can play as much of a role in the life of the Church as you choose from time to time. Most of the time we will let you know about such opportunities on the basis that we have a legitimate interest in doing so.

If we decide to contact you by email or telephone where you are registered with the telephone preference service we will provide you with choices as required to do so under data protection legislation and the Privacy and Electronic Communications Regulations 2003 (PECR).

THIRD-PARTY MARKETING

As a Church we will not share your personal data with any third parties for marketing purposes but if a Local Church, Circuit or District thought you might be interested in hearing from another Christian denomination or a community group or charity about certain events or fundraising we will get your express opt-in consent to us sharing your information with them before we do so.

OPTING OUT

You can ask us or third parties to stop sending you marketing messages (e.g. messages about church events or fundraising) at any time by contacting your Local Contact.

COOKIES

If you are using a Local Website (defined in Section 3) you can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of a Local Website may become inaccessible or not function properly. For more information about the cookies we use on a Local Website please see the Local Website privacy notice.

CHANGE OF PURPOSE

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact the Local Contact.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

5. DISCLOSURES OF YOUR PERSONAL DATA

SHARING PERSONAL DATA

We treat all personal data as strictly confidential, except where consent has been provided for it to appear in publications available to general members of the public.

Personal data will not be shared with third parties, other than those listed below unless **we** are legally obliged to do so or:

- with your explicit consent;
- it is necessary for law enforcement purposes; or
- it is necessary to protect our rights, property or safety of our members, ministers, volunteers or staff.

We may have to share your personal data with the parties set out below for the purposes set out in the table in the Annex.

- Internal third parties such as other Methodist organisations which form part of the Methodist Connexion and family, such as TMCP or the Connexional Team.
- External third parties such as:
 - Any third party groups who provide support for Local Churches, Circuits and Districts in providing services to their members and the local communities in which they serve.
 - Professional advisers including lawyers, surveyors, bankers, auditors and insurers based in the UK who provide legal, surveying, consultancy, banking, insurance and accounting services.
 - Estate agents who provide advice and administrative support in relation to transactional matters and ongoing residential tenancy matters.
 - HM Revenue & Customs, regulators and other authorities based in the United Kingdom who require reporting of processing activities in certain circumstances.
 - Our ecumenical partners in the case of shared churches and Local Ecumenical Partnerships.

We will ask all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow third-parties to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

6. TRANSFER of Personal Data outside of the European Economic Area ('EEA')

We may at times transfer and process personal data outside of the EEA. This is particularly relevant where members Local Churches, Circuits or Districts are engaged with providing missionary and support services abroad.

Storing, publishing or transmitting personal data via the internet, (this includes by email), is not completely secure and therefore whilst Local Churches, Circuits or Districts take all reasonable and necessary precautions to protect personal data from unauthorised access, you acknowledge that there is a risk that your personal data may be transferred and accessed outside of the EEA.

7. DATA SECURITY

We implement reasonable and appropriate security measures against unlawful or unauthorised Processing of personal data

and against the accidental loss of, or damage to, personal data in accordance with our internal data security policy. In addition, we limit access to your personal data to those members, volunteers, ministers and employees who have a need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place reasonable and appropriate procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8. DATA RETENTION

HOW LONG WILL YOU USE MY PERSONAL DATA FOR?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Full details of retention periods for data processed by the Methodist Church in Great Britain can be found on the Methodist Church website at: <http://www.methodist.org.uk/for-ministers-and-office-holders/office-holders/archivists/>

In some circumstances you can ask us to delete your data: see Section 9 and details about *Request erasure* below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

9. YOUR LEGAL RIGHTS

Unless personal data is subject to an exemption under GDPR, such as it is subject to the prevention, investigation, detection or prosecution of a criminal offence, you have the following rights with regards to your personal data:

- Where **consent** is used as the legal basis for processing personal data, you have the right to withdraw consent to the data processing at any time. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent or processing carried out using an alternative legal basis such as **performance of a contract** or **legal obligation**;
- The right to request a copy of the personal data which the Local Church, Circuit, District or any other Methodist body, such as TMCP or the Connexional Safeguarding Team hold about you (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it. If you would like to exercise this right then please complete the relevant **Data Subject Access Form** and forward to the relevant controller as described in section 1 of this privacy notice.
- The right to request that the Local Church, Circuit or District corrects any Personal Data which is found to be inaccurate. Note that we may need to verify the accuracy of the new data you provide to us;
- The right to request that the Local Church, Circuit or District erases any Personal Data where there is no good reason for us continuing to process it. Note, however, that we may not always be able to comply with your

request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.;

- Where consent or the performance of a contract is used as the legal basis for processing Personal Data, you have the right to **request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you and this right is unlikely to apply to personal data held by us.
- The right to request for a restriction on data processing. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.;
- Where legitimate interest is used as the legal basis for processing Personal Data, you have the right to object to the processing of personal data where there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. Note that in some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms;
- The right to lodge a complaint with the Information Commissioners Office (ICO).

Contacting the ICO

Further information, guidance and advice is available from the ICO at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
Web: <https://ico.org.uk/global/contact-us/>

If you wish to exercise any of the rights set out above, please contact your Local Contact.

NO FEE USUALLY REQUIRED

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

WHAT WE MAY NEED FROM YOU

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

TIME LIMIT TO RESPOND

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

10. GLOSSARY

“controller” is the controller described in Section 1 of this privacy notice.

“data subject” is a living, identified or identifiable individual about whom personal data is held. e.g. our members, volunteers, lay employees, those who join us in worship and/or those who are interested in and supportive of the work of the Methodist Church and third parties such as community groups who use our buildings and other third parties.

“explicit consent” is a very clear and specific statement of consent.

GDPR means the General Data Protection Regulation ((EU) 2016/679). Personal data is subject to the safeguards specified in the GDPR.

“lawful bases” are the five lawful grounds on which we can lawfully process personal data set out under Article 6 of GDPR. The lawful basis or bases on which we rely are set out under Section 4 of this privacy notice.

“Local Contact” is the individual at the Local Church, Circuit or District who is responsible for day to day administration of data protection matters whose details will be set out in the fair processing notice or in the absence of specific information, the minister (in the case of a Local Church), the superintendent minister (in the case of Circuits) or the appointed data champion or District Chair (in the case of the District).

“Methodist Church in Great Britain”, “Methodist Church” or “Church” refers to the united church or denomination known as the Methodist Church formed under the provisions of the Methodist Church Union Act 1929 and a deed of union on 20 September 1932.

“personal data” is any information identifying a living individual or information relating to an individual that can be identified from that information/data (alone or in combination with other information in your hands or that can reasonably be accessed). Personal Data can be factual (for example, a name, email address, location or date of birth) or an opinion about that person’s actions or behaviour. Personal information includes an individual’s name, address, date of birth, telephone number, email address, a photograph or disability, health or ethnicity data.

“Processing” “processed” or “process” means any activity that involves the use of personal data. It includes obtaining, recording or holding the data, or carrying out any activity or set of activities on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transmitting or transferring personal data to third parties. E.g. sharing member information by email and shredding when information is no longer required.

Annex

Purposes for which we will use your personal data

Purpose/Activity	Type of data Please refer to Section 2 for confirmation of what details these categories of data include	Lawful basis for processing including basis of legitimate interest
<p>Contact</p> <p>To publicise details of ministers, officeholders, relevant employees and other volunteers.</p>	<p>(a) Contact</p> <p>(b) Identity</p> <p>(c) Member and Group</p>	<p>(a) Necessary for our legitimate interests (to operate as a Church, further Mission and enable third parties to contact relevant office holders)</p> <p>(b) Consent (where information about you is made public to third parties and you are not a minister, probationer or office holder when we will rely on legitimate interests)</p>
<p>Contact</p> <p>To notify you (and make suggestions and recommendations to you) about Church services, activities and events that may be of interest to you or which you have signed up to and to provide news on Church events.</p> <p>Also see “targeted marketing and fundraising”</p>	<p>(a) Contact</p> <p>(b) Identity</p> <p>(c) Image</p> <p>(d) Marketing and Communications</p> <p>(e) Member and Group</p> <p>(f) Parental Contact</p> <p>(g) Technical</p>	<p>(a) Necessary for our legitimate interests (to fulfil the calling of the Methodist Church in Great Britain, grow our Church (further Mission) by engaging with current and prospective supporters of the Church, developing the worship, activities and events available) and general fundraising (in all cases in respect of individuals who have a continuing relationship with the Church))</p> <p>(b) Consent (where there is no continuing relationship with the Church and in the case of direct marketing when we cannot rely on legitimate interests as described above and contact you by any electronic form of communication and/or telephone where you are registered with the telephone preference service).</p>
<p>Lists</p> <p>To keep and maintain records of:</p> <p>(a) members, adherents, participants in and attendees to Church groups and events and parental contact information</p> <p>(b) office holders , employees, volunteers and ministers</p> <p>(c) individuals within the pastoral care</p>	<p>(a) Contact</p> <p>(b) Identity</p> <p>(c) Member and Group</p> <p>(d) Parental Contact</p>	<p>(a) Necessary for our legitimate interests (to operate as a membership organisation, keep our records updated, study how our membership changes over time, identify the needs of the communities in which we operate and support our members)</p> <p>(b) Performance of a contract with you</p>

of a Local Church e.g. those on the community roll maintained under SO 054		
<p>Pastoral</p> <p>To keep and maintain pastoral records and</p> <p>To keep and maintain contact information and administrative records for you where there is no continuing relationship with the Church e.g. contact details to allow pastoral visitors to see you or send you greetings cards.</p>	<p>(a) Contact</p> <p>(b) Identity</p> <p>(c) Member and Group</p> <p>(d) Pastoral Data</p> <p>(e) Special Category</p>	<p>(a) Necessary for our legitimate interests (for supporting our members and the communities we work in to enable us to fulfil the calling of the Methodist Church in Great Britain where there is a continuing relationship with the Church)</p> <p>(b) Consent (where there is no continuing relationship with the Church)</p>
<p>Pastoral</p> <p>To include your details in prayer requests and notify you about prayer requests and other news that church members, volunteers and those in regular contact with the Church wish to share with you.</p>	<p>(a) Contact</p> <p>(b) Identity</p> <p>(c) Member and Group</p> <p>(d) Pastoral Data</p> <p>(e) Special Category e.g. health information</p>	<p>(a) Necessary for our legitimate interests (for supporting our members and the communities we work in to enable us to fulfil the calling of the Methodist Church in Great Britain) where there is a continuing relationship with the Church.</p> <p>(b) Consent (where there is no continuing relationship with the Church)</p>
<p>Record keeping</p> <p>To keep and maintain records of baptisms, confirmation, marriage and funeral records.</p>	<p>(a) Contact</p> <p>(b) Identity</p> <p>(c) Official Records</p>	<p>(a) Necessary for our legitimate interests (for keeping official records of those who have been baptized, confirmed, received into membership, wish to be married or whose funerals take place and visitors to church premises, running our charity and providing support to members and the communities in which we operate at different times of their relationship with the Church where there is a continuing relationship with the Church)</p> <p>(b) Necessary to comply with a legal obligation</p> <p>(c) Consent (where there is no continuing relationship with the Church)</p>
<p>Administration</p> <p>To administer our charity including planning services, where ministers and lay preachers will preach, managing and maintaining church premises, keeping accounts and tax records including Gift</p>	<p>(a) Administrative</p> <p>(b) Contact</p> <p>(c) Identity</p> <p>(d) Financial</p>	<p>(a) Necessary for our legitimate interests (for running our charity, fulfilling our obligations under charity law, complying with the Constitution Practice and Discipline of the Methodist Church and providing of support to members and the communities in which we operate)</p>

<p>Aid, taking audits and recording decisions reached at meetings,</p>	<p>(e) Member and Group (f) Tax (g) Technical</p>	<p>(b) Performance of a contract with you (c) Necessary to comply with a legal obligation</p>
<p>Administration To administer, run and protect our Local Websites (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)</p>	<p>(a) Administrative (b) Contact Identity (c) Member and Group (e) Technical</p>	<p>Details provided in relevant Local Website privacy notices.</p>
<p>Administration To manage and administer third party use of our premises including room bookings, licences, leases and residential tenancy agreements</p>	<p>(a) Administrative (b) Contact (c) Identity (c) Financial (d) Member and Group (e) Special Category (e.g. right to rent under the Immigration Act) (f) Tax (g) Transaction</p>	<p>(a) Necessary for our legitimate interests (for running our premises and fulfilling our obligations as charity trustees) (b) Performance of a contract with you (C) Necessary to comply with a legal obligation</p>
<p>Employment To administer applications for job vacancies and administer and manage our relationship with our employees.</p>	<p>(a) Contact (b) Identity (c) Employment (d) Financial (e) Special Category (e.g. right to rent under the Immigration Act) (f) Tax</p>	<p>(a) Necessary for our legitimate interests (for running our charity, fulfilling employer responsibilities and looking after our employees) (b) Performance of a contract with you (c) necessary to comply with a legal obligation</p>

<p>Safeguarding</p> <p>To record and maintain safeguarding records, self-declarations, incident reports, and carry out volunteer checks and Disclosure and Barring Service (DBS) checks.</p>	<p>(a) Contact</p> <p>(b) Identity</p> <p>(c) Employment</p> <p>(d) Special Category</p>	<p>(a) Necessary for our legitimate interests (for ensuring and demonstrating compliance with Safeguarding Policy and Practice to protect children, young people and vulnerable adults within our Local Churches, Circuits and Districts)</p> <p>(b) Performance of a contract with you</p> <p>(c) Necessary to comply with a legal obligation</p> <p>(d) Needed in the public interest</p>
<p>Security</p> <p>To record and use images.</p>	<p>(a) Image</p> <p>(b) Identity</p>	<p>(a) Necessary for our legitimate interests (to keep church premises and our members, ministers, volunteers, employees and third parties secure)</p>
<p>Targeted marketing/fundraising</p> <p>To contact you personally about specific fundraising activities/ initiatives and/or with targeted marketing material.</p> <p>e.g. where we contact you personally/ target you with a request for a donation to Local Church, Circuit or District funds</p>	<p>(a) Contact</p> <p>(b) Identity</p> <p>(c) Marketing and Communications</p> <p>(d) Member and Group</p>	<p>Consent</p>

END OF DOCUMENT

Version 1.3 – 3rd August 2020

Statement of safeguarding principles

Every person has a value and dignity, which comes directly from the creation of humans in God's own image and likeness. Christians see this potential 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.

Principles

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 disclosures and registration with¹ the relevant vetting and barring schemes.

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 local authority 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 District 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. We will recognise and apply the restrictions to appointment laid down in Standing Order 010 of the Constitutional Practice and Discipline of the Methodist Church.

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

¹ Or membership of (PVG scheme Scotland).

Safeguarding Children, Young People and Vulnerable Adults Policy for Ealing Green (Methodist & United Reformed) Church

This policy was agreed at a Church Council held on 20th May 2021.

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.

Ealing Green (Methodist & United Reformed) Church, referred to as **Ealing Green Church** hereafter, 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.

Ealing Green 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 be a dynamic policy. 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.

Ealing Green Church fully agrees with the statement reiterated in *Creating Safer Space* 2007:

As the people of the Methodist Church we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community of all ages.

Ealing Green Church 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). 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 the promotion of welfare so that each of us can reach our full potential in God's grace.

Ealing Green 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, Procedures and Guidance; 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 **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. **AFFIRM** and give thanks for those who work with children and vulnerable adults and also acknowledge the shared responsibility of all of us for safeguarding children **and** vulnerable adults who are on our premises.

Church Council

It is the responsibility of each Church Council to appoint a Church Safeguarding Officer and there should be no gaps in this crucial provision. 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.

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. It is acknowledged that to avoid any disruption in safeguarding provision, it may be necessary for the minister in pastoral charge to take responsibility for some or all of the activities temporarily while other arrangements are made. However, this should only be for a very short period to enable the sharing of the role with another church or the identification of an alternative person to take on the role.

The role will usually be undertaken on a voluntary basis although expenses should be met. Ultimate responsibility for safeguarding within the church lies with the Church Council.

Ealing Green Church appoints The Rev. Sue Male as church Safeguarding Officer (Adults), and Claire Southall as church Safeguarding Officer (Children) and supports them in their role, along with additional support from Sarah Hunter, Church Office Manager, 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 displayed at all times in the church on a safeguarding noticeboard, 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 policy and procedure.
- 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 DSO to arrange training.
- attend training and meetings relating to the role
- work in partnership with the lettings officer, stewards and user groups to promote good safeguarding practice on church premises. This will 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 DSO 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 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. It is to be read in conjunction with the Methodist Church Safeguarding Policy, Procedures and Guidance (2020).

b) Good practice

We believe that good practice means:

- i) All people are treated with respect and dignity.

- ii) 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 record will be made and kept noting date, time and place of visit.
- iii) 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 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 church-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. (See 6.10.7.1 of the Safeguarding Policies, Procedures and Guidance for the Methodist Church). A record to be kept in the church file for each driver/car.
- 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 event leader/minister. A written record of the assessment will be retained securely.
- vi) 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.

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

c) Appointment and training of workers in the church

Workers will be appointed after a satisfactory DBS disclosure and following the safer 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 Foundation Module (2020 Edition) safeguarding training, within the first 6 months (agreed by Methodist Conference in 2011 - *Creating Safer Space Report*) of appointment. The other training needs of each worker will be considered (such as food hygiene, first aid and lifting and handling).

d) Pastoral visitors

Pastoral visitors will be supported in their role with the provision of Foundation Module (2020 Edition) safeguarding training upon appointment. If they are undertaking tasks for which a DBS would be required, this will be undertaken prior to appointment.

e) 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 is attached to this policy and will be reviewed annually².

f) Ecumenical events

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

g) 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 Office Manager.

If the activity is unusual 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.

h) Other groups on church premises

Where the building is hired for outside use, the **hirer** signing the letting agreement will be given a copy of that agreement our policies documents. The Church Office Manager will consider the various users of the building in making lettings. All lettings will be notified to the church safeguarding officer who will keep the records and take advice as appropriate from both the DSO and circuit safeguarding officer.

i) Complaints procedure

There is a formal complaints procedure within the Methodist Church, which allows issues 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. The provisions of Part 11 of the Constitutional Practice and Discipline of the Methodist Church will be followed.

A complaint should be addressed to the superintendent minister, the Revd. Rachel Bending. If a complaint is made to another person it should be referred to them. 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. Nigel Cowgill, OR the Revd. Michaela Youngston OR the Revd. Jongikaya Zihle at London District of the Methodist Church, Room 406, Methodist Central Hall Westminster, Storey's Gate, London SW1H 9NH, telephone number 020 3880 1388.

Safeguarding officers 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

² The Code of Safer Working Practice can be found at Appendix V of the Methodist Church Safeguarding Policies, Procedures and Guidance.

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: May 2022

j) Key concepts and definitions

- i) A child is anyone who has not yet reached their eighteenth birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, a member of the armed forces, in hospital or in custody in the secure estate, does not change **their** status or entitlements to services or protection.
- 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.
- 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: The Revd. Sue Male, Chair of Church Council

Dated 20th May 2021.

Code of Safer Working Practice with Children and Young People

The code outlines the conduct that is expected of anyone undertaking duties with children and young people within the Methodist Church. The content of this code forms part of the Safeguarding Policy, Procedures and Guidance for the Methodist Church which are therefore required practice. The code applies to volunteers, paid staff, clergy, students on work placement, members and non-members working in a Methodist context. By complying with this code, you will help the Church to protect children from abuse and mistreatment and minimise the likelihood of unfounded allegations against those who are involved in youth work.

If you become aware of any breaches of this code within the Methodist Church, you must report them to your group leader, safeguarding officer or minister in pastoral charge as soon as possible.

Terminology used in this code:

the word 'child' refers to *anyone* under the age of 18.

the term 'group leader' is used to refer to the person with overall responsibility for a group or activity, who is answerable to the Church Council/Circuit Meeting.

For guidance and good practice support resources and free downloadable forms for work with children, visit:

<https://www.methodist.org.uk/our-work/children-youth-family-ministry/the-well-learning-hub-equipping-and-supporting-workers/>

Required practice for anyone working with children and young people

You should:

- be aware of and understand the local safeguarding policy
- treat all children and young people fairly and without prejudice, discrimination or favouritism
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and faith and challenge behaviour that demonstrates discrimination, prejudice
- ensure that your own language, tone of voice and body language is respectful
- always aim to work with or within sight and hearing of another adult
- ensure that another adult is informed if a child needs to be taken to the toilet (toilet breaks should be organised for young children)
- ensure that children and young people know who they can talk to or contact if they need to speak to someone about a personal concern and encourage them to speak out if they feel uncomfortable or concerned. They should be made aware of organisations that can provide support.

- respond warmly to a child who needs comforting but this should not involve physical comfort e.g. cuddles.
- advise children, young people and their parent/carers/guardians in advance if any activity requires physical contact and provide an opportunity to opt out or agree alternative activities.
- administer any necessary first aid with others around
- obtain consent for any photographs/videos to be taken, shown or displayed via any medium. This should be from the parent, carer or guardian and the young person if 12 years or over. Images should not be taken or stored on personal devices.
- record any incidents that concern you or make you feel uncomfortable and give the information to your group leader in the first instance. Although you must also contact the church, circuit or district safeguarding officer immediately if you believe you have acted in a way which others may have interpreted as inappropriate or if a child has acted inappropriately towards you. Records must be signed and dated.
- always share concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding officer.

You should not:

- initiate physical contact and if this is initiated by the child, do not pull away abruptly but do so gently, so physical contact is for the minimum amount of time.
- invade a child's privacy whilst they are washing or toileting
- play rough physical or sexually provocative games
- use any form of physical punishment
- be sexually suggestive in the presence of or to a child, even as a joke
- touch a child inappropriately or forcefully
- scapegoat, ridicule, reject or ignore a child, group or adult
- allow abusive peer activities (e.g. initiation ceremonies, ridiculing or bullying)
- show favouritism to any one child or group
- allow a child or young person to involve you in excessive attention seeking that is clearly physical or sexual in nature
- give lifts to children or young people on their own or on your own
- smoke any substance, vape or consume alcohol in the presence of children or when responsible for them

- provide personal contact details to a child or young person such as mobile number, email or social media contact
- share sleeping accommodation with children
- arrange social occasions with children or invite them to your home outside of organised group occasions (other than with the consent of parent, carers or guardians and where at least one other adult is present)
- allow unknown adults access to children (visitors should always be accompanied by a known person)
- allow strangers and those who are not authorised to give children lifts.

Dress

You should dress appropriately when working with children and not wear anything revealing or that is not practical for carrying out the tasks as part of your role.

Gifts

There may be occasions when children give you gifts. It is polite to accept a gift but your group leader should be informed. If you receive any gift of significant value e.g. more than £15.00, you should talk with your group leader about whether it is appropriate to accept it. As a general rule, expensive gifts should not be accepted.

Whistleblowing

Speak out if you think any adult is or has behaved inappropriately towards a child. Speak to the group leader in the first instance if appropriate or alternatively a church, circuit or district safeguarding officer or statutory services.

Responding to child protection concerns

Do not try to deal with any child protection concern on your own. Always tell your group leader and/or safeguarding officer. Agree between you who will take what action and when. If you are not sure if abuse of a child is involved, or if you have concerns about a child and you need someone to talk things over with, then again you should contact your group leader or church, circuit or district safeguarding officer. The local authority Children's Services Duty/Referral team are also a source of advice and support 24 hours a day.

Always make notes about a possible child protection incident or disclosure as accurately as possible, as soon as possible. These should cover what has happened, in what context, and anything that seems particularly significant. Quote the child's words exactly where possible. Take a note from the group records the child's full name, age/date of birth, address, telephone number and GP. Remember to sign your notes and add your name, role, date of incident and date of the recording.

Ensure that all notes are kept in a safe and secure place.

If a child asks to talk in confidence do not promise confidentiality – you have a duty to refer a child/young person who is at risk to the statutory agencies. Always explain that you may have to get other people to help to make sure they are safe.

- Try to stay calm and not appear shocked.
- Listen to the child attentively.
- Allow the child to talk but do not press for information or ask leading questions.
- Tell the child that they are not to blame for anything that has happened.
- Reassure the child that they were right to tell.
- Let the child know that other people will have to be told and why.
- Try to explain what will happen next in a way the child can understand.
- Reassure the child that they will continue to receive support when a referral has been made.

Immediate risk

- If you encounter a child in a situation where they are in imminent danger, you should act immediately to secure the safety of the child. Seek the assistance of the police and then make a referral to local authority Children's Services.
- If a child needs emergency medical attention, this should be sought immediately and directly from the emergency services. Parents/carers, if available, should be kept fully informed.

What to do if you suspect a child is at risk or has been abused

- Agree with your group leader or safeguarding officer, who will make the referral.
- Make an immediate telephone referral to the local authority Children's Services. Make it clear from the first point of contact that you are making a child protection referral.
- Describe the event or disclosure and give information about the child and family, e.g. the child's name, date of birth, address, telephone number and GP.
- Follow up your telephone call with a completed referral form (sometimes available on the local authority website) or letter. If there is no acknowledgement within 48 hours, contact them again until you receive a response.
- Remember that the child and family should, wherever possible, be informed about and consent to the referral unless this would put the welfare of the child or another person at further risk. If you have serious concerns, the absence of consent should not prevent a referral. The duty social worker will give you advice on this if necessary.

- Be prepared to have further discussions with the social work team or the police investigation team.
- Say if you do not want your details disclosed to the family.
- For out of hours referrals, call the emergency social work team or where urgent, the police.
- You may need support for yourself when dealing with a safeguarding incident, so do speak to someone about this but remember to maintain appropriate confidentiality.

Children and young people who self-harm or who have mental health needs

Some children and young people self-harm to help them express their emotions. Others may express thoughts of self-harm or suicidal intent. If any child or young person expresses thoughts of suicide, advice should be sought immediately. The group leader should be informed and discussions should take place about the need to inform parents/carers and involve other services. If the situation is not urgent, consideration should still be given to contacting parents/carers and referring to appropriate agencies who can offer support.

Vulnerable Children and Young People

Some children and young people are more vulnerable than others to being victims of child sexual exploitation, human trafficking and modern day slavery. If it is suspected that a child or young person is affected by any of these issues, the group leader should be informed and further advice sought from the DSO and statutory authorities.

Drug and Alcohol Use

Drugs and alcohol are strictly forbidden while participating in Methodist activities for young people. This applies to staff, volunteers, visitors, children and young people. If drug or alcohol use is suspected, the group leader must be informed and a discussion should take place about informing parents/carers. Consideration should be given to the need to inform the police and for a referral to appropriate support services.

Additional guidelines for group leaders

In addition to the above the group leader should:

- ensure that health and safety requirements are adhered to
- undertake risk assessments, take appropriate action in response to any identified risks or situations and *keep* records of any circumstances of concern
- keep the register and consent forms up to date
- be aware, at all times, of what is taking place and who is present
- create space for children to talk – either formally or informally

- liaise with the safeguarding officer over good practice for safeguarding
- always inform the safeguarding officer of any specific safeguarding concerns that arise (the safeguarding officer will liaise with the DSO)
- liaise with the Church Council/Circuit Meeting.

Good practice guidelines for church-sponsored activities for children and young people

Special needs

Welcome children and young people with special needs to the group. Try to make the premises, toilets and access suitable for people with disabilities. Ask the parent/carer and the child or young person about how best to meet their needs, and do not see this as the responsibility only of the child's parent/carer. Monitor how the child /young person is managing and review this if necessary with the parent/carer and child/young person. If premises are being designed or refurbished, take the opportunity to anticipate the possible special needs of future children and adults; advice is available. Disability and equality legislation requires organisations to take reasonable steps to meet the needs of disabled people and this includes children.

Consent

Consent to participate in activities needs to be from a parent or person with parental responsibility. In addition to this, where consent to take, store or use images is sought, any young person who is 12 years or older should be asked for their consent, in addition to the person with parental responsibility. You should record who has given consent for any specific activity and retain any consent forms. Please refer to the Safeguarding Policy, Procedures and Guidance for the Methodist Church 6.7.1.1 in relation to images consent for 16-17 year olds.)

Records

As part of initial registration for an activity, the following details should be obtained and updated annually:

- name and address
- date of birth
- emergency contact details
- medical information
- any special needs including activities in which the child is unable to take part
- consent for emergency medical treatment

- separate consent should be obtained for one-off events and activities (e.g. swimming) and also for outings, weekends away, etc.
- all personal details and consent forms must be stored securely and not shared with other children or adults unless it is legally permissible to do so. There is further information about when you can share information in the Safeguarding Policy, Procedures and Guidance for the Methodist Church.
- consent for photography, video or film should be confirmed by completing the relevant form.

Any group that includes children under the age of eight that meets for more than two hours a day in England must register with Ofsted unless they are exempt, as detailed in Annex A of the *Early Years and Childcare Registration Handbook* <https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted>. It is an offence to provide such childcare without being registered or on premises that have not been approved.

Register

For all children and young people's activities, a register must be taken of those attending on each occasion. This should include:

- the date of the activity
- the type of activity
- a list of adults present
- a list of children/young people present.

The register should be retained securely for a period until all children and young people contained within the document reach the age of 21. If this is unknown, a standard retention period of 20 years from the creation of the document may be applied.

Required staffing levels

It is the responsibility of the group leader to consider individual circumstances and [...] arrange sufficient supervision to ensure the safety and effective management of all activities. The needs of the group, age, location, nature of activity and experience of staff should all be considered. Further information is available in Section 6 of the Safeguarding Policies, Procedures and Guidance for the Methodist Church.

Required Adult to Child Ratios (as recommended by the NSPCC)		
0 – 2 years	1 adult to 3 children	1:3

2 – 3 years	1 adult to 4 children	1:4
4 – 8 years	1 adult to 6 children	1:6
9 – 12 years	1 adult to 8 children	1:8
13 – 18 years	1 adult to 10 children	1:10

- Each group must have at least two adults and it is recommended that there should be at least one male and one female.
- If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity.
- Young people who are being encouraged to develop their leadership skills through helping, should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding. They should not be included in staff numbers for ratios unless they are over 18.
- Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

Safe environment

Display, in a prominent place where children and young people can see it, both the ChildLine telephone number (0800 1111) and, for parents, the Family Lives number (0808 800 2222).

Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location.

Insurance, first aid kits and fire precautions should be checked and a health and safety check should be completed regularly with reference to the following minimum standards.

Venue

- Meeting places should be warm, well lit and well ventilated. They should be kept clean and free of clutter.
- Fire exits should be checked regularly and clearly marked. The fire exits should not be blocked or obstructed.
- Electric socket covers must never be used as they present a safety hazard.
- Toilets and hand basins with hygienic drying facilities should be easily available.

- Appropriate space and equipment should be available for any intended activity.
- If food is regularly prepared for children on the premises, the facilities will need to be checked by an Environmental Health officer and a food handling and hygiene certificate acquired.
- Children's packed lunches should be kept refrigerated. Drinks should always be available.
- Groups must have access to a phone in order to call for help if necessary.
- Adults should be aware of the fire procedures. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises. A fire drill should be carried out regularly.
- Unaccompanied children and young people should be discouraged from walking along dark or badly lit paths in or outside of the premises.

First aid kits and accident books

- A first aid kit and accident book should be available on the premises. The contents of the first aid kit should be stored in a waterproof container and be clearly marked. Each group should designate one worker to check the contents at prescribed intervals.
- All staff and volunteer workers should be encouraged to have some first aid knowledge and the church or circuit should encourage access to first aid training. There should be an adequate number of qualified first aiders and a list of first aiders should be compiled and kept available.
- All accidents should be recorded in an accident book.

E-safety

- Ensure that all electronic communications are appropriate and professional.
- If using e-technology as a group activity, ensure that an adult worker knows and understands what is happening within the group.
- Do not make any relationship with a child (other than family members) through a social networking site.
- Maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Ensure that parents or carers are aware of what their children or young people are doing and have given their written permission in advance.
- When demonstrations are being given, plan beforehand to ensure that all websites visited

have material that is appropriate for the age group taking part.

- Where children and young people are given access to undertake their own searches on the Internet, search engines are recommended by the Department for Education and Skills (see section 6.5.8.1).
- Children and young people should be regularly informed and reminded of safe Internet use and accessing social media. If they have any concerns or fears, they must be encouraged to access websites such as NSPCC or ChildLine or talk to an adult.

Transporting children on behalf of the church

Drivers

- All those who drive children on church-organised activities should have held a full and clean driving licence for over two years.
- Drivers who are not children's workers should be recruited for the task through the normal recruitment process.
- Any driver who has an endorsement of six points or more on their licence should inform the group leader and the church/circuit safeguarding officer.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children for the Church.
- Drivers must always be in a fit state (i.e. not overtired, not under the influence of alcohol, not taking illegal substances and not under the influence of medicine, which may induce drowsiness).
- Drivers of church-owned vehicles should provide a copy of their driving licence on an annual basis or provide consent and relevant details for a check to be made via the government website.

Private cars

- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.
- All vehicles that carry children to church activities must be covered by a comprehensive insurance policy for both private and business use. They should have up-to-date road tax and where applicable, MOT.
- The insured person should make sure that their insurance covers the giving of lifts relating

to church-sponsored activities.

- All cars that carry children must be in a roadworthy condition.
- All children must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children should not be carried.
- At no time should the number of children in a car exceed the usual passenger number.
- There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car. A signed and dated record must be kept of the reasons for this.

Minibuses/coaches

- Before using a minibus, ensure you know the most up-to-date regulations for its use and have had a trial drive.
- Check your licence covers the vehicle group you are intending to drive.
- Workers/helpers should sit amongst the group and not together.
- If noise or behaviour appears to be getting out of control, stop the vehicle when safe to do so, until calm is restored.

Important telephone numbers

(Please write in your local numbers)

Local agencies

Police (all non-emergency enquiries)	Please dial 101 and ask for EALING
Local police Child/Family Protection Unit	Community Safety Unit: 020 8246 1112
Local council Children's Services/Social Care	Ealing Social Services: 020 8825 800
Local Emergency Social Work Team	Dial 999 in an emergency
Local general hospital	Ealing Hospital, Uxbridge Road, Southall, UB1 3HW / 020 8967 5000

Support and Advice Organisations

ChildLine	0800 1111
Family Lives (helpline for parents)	0808 800 2222
YoungMinds (parents helpline, mental health)	0808 802 5544
Hopeline (suicide support for young people)	0800 068 4141
FRANK (drug and alcohol support)	0300 123 6600

Telephone Numbers for Staff

District Contacts

DSO	Becky Skinner: 07960 877740
LN Regional Coordinator (Training)	James Pickin: 07799 900483

Church and circuit contacts (please write in your local numbers):

Name	Role	Phone
The Revd. Rachel Bending	Superintendent Minister	07986 461787
The Revd. Sue Male Claire Southall Sarah Hunter	Minister Safeguarding Support Safeguarding Support	020 8579 8114 020 8567 5720 020 8810 0136 / 07493 983983
The Revd. Rachel Bending	Circuit Safeguarding Officer (Children)	07986 461787
Claire Southall	Church Safeguarding Officer (Children)	020 8567 5720 / 07753 931788

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).