

Context

When the weather is fine many churches look to hold community events outside. Whilst this is a great way to engage with the local community we need to ensure that all due respect is given to assessing and minimising risks to everyone involved.



Church Events

In the model Church Safeguarding Policy (July 2020), under **Good Practise**, the following point is made:

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.

Further into the policy specific expectations are stated in regards to ‘Events with church groups off the premises’:

Adequate staffing, a risk assessment and notification of the event will be given to the church safeguarding officer PRIOR to the agreement for any event or off site activity. Notification of the event will be given to the church council secretary:.....(name of church council secretary).

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.

What to include in an Activity Risk Assessment? *Taken from Safeguarding Policy, procedures and Guidance for the Methodist Church, July 2020 (SPP & G, July20) :*

While the Church recognises that it is not possible to avoid all risk when working with vulnerable groups, it is possible to try and minimise those risks. This can be achieved through careful planning and preparation and by providing a written record of the thought processes and action taken.

Activity risk assessments should be undertaken before any activity takes place, approved by the event leader/minister and retained securely in case they need to be seen at a later date (e.g. as a result of an accident taking place).

Activity Risk Assessment should include:

- The nature of the activity
- The location
- Transport needed and associated issues (e.g. insurance)
- Staffing levels / gender
- Experience of staff
- Age of the group attending, special needs
- Medical and health needs of the group
- Emergency planning
- Risks
- Action needed to address the risk
- A named person for resolving risk issues.

Additional Information

The **Code of Safer Working Practice with Children and Young People** (page 89 in SPP & G, July20) and **Health and Safety** (page 107) set out legal expectations and will help when completing the Risk Assessment.

Also, on page 101, you will find information about taking **Photographs and Video Recordings**:

Photography and video recording are important ways of recording Methodist activity and providing a record – illustrating and validating important moments in people’s lives and the life of our Church. It is, however, a powerful and personal process, and we must respect the rights of everyone to choose whether or not to be photographed.



Circuit Events

In the model Circuit Safeguarding Policy (July 2020) similar expectations are made:

Procedures for circuit events involving children, young people or vulnerable adults

It is essential that circuit events that involve children or vulnerable adults do not slip through the net because they are not owned by one church. Circuit events must be notified to the DSO prior to final agreement with the event organiser to ensure that all permissions, risk assessments and good practice guidelines are in place.

Responsibility for those planning and leading the event

All those involved in leading and running the event must be aware of the procedure. The event should have been planned effectively and attention given to the following issues:

1. Risk assessment and suitability of the activity and the premises
2. The appointment of a team to take charge of the event, including safeguarding and first aid personnel (particular health or ability needs should be taken into account)
3. Numbers of children, young people or vulnerable adults involved
4. Transportation following good practice guidelines.

This information is to be sent to the DSO for approval PRIOR to the event being agreed.

if you have any questions or concerns
please give me a call on 07483 362 735
or email me at
safeguarding@sheffieldmethodist.org

Many thanks

Alison Hill



Safeguarding for Church and Circuit Events Off the Premises:



Contents:

- Context
- Church Events
- What to include in a Risk Assessment
- Additional Information
- Circuit Events

July 2020