

St. Mark's Church Community Centre

Constitution and Policy Documents

**Aims and Objectives of our Community Centre * Policies *
Health and Safety * Child Safety * Equal Opportunities *
Sustainability and the Environment ***



St Mark's Church Community Centre

Established by the Church of England and the Methodist Church 1974
Methodist Church Charity Exemption No. 2074/63

St. Mark's Church Community Centre

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St. Mark's Church Community Centre

Our Mission Statement

St. Mark's Church Community Centre will be a foundation and resource for the positive development and growth of the individual and community life.

We will achieve this by -

1. Working alongside other agencies, statutory bodies and charities to offer a partnership approach to community needs
2. Providing an efficient and well managed suite of premises conforming to the highest standards of health and safety
3. Valuing the importance of satisfactory training, supervision and support for all staff and volunteers involved in the work of the Centre
4. Recognising our responsibility to all groups within the community and ensuring a welcoming and safe environment where all individuals are valued irrespective of age, gender, ethnic origin, sexual orientation, disability, appearance or marital status
5. Listening and obtaining feedback from those who use our services through regular use of assessment and monitoring tools. Evaluating our provision and maintaining an awareness of the constant need for our evolution and growth to meet the demands of a changing society.

Last Reviewed August 2005

Health and Safety Policy of St. Mark's Church and Community Centre (Health and Safety at Work Act 1974)

It is the aim of the Church Council at St Mark's Church Community Centre to provide safe and healthy working conditions for all employees and volunteers. In addition the Church Council will endeavour to ensure that all work carried out by its employees and volunteers does not adversely affect the health and safety of anyone else in the vicinity, such as clients, consultants suppliers, contractors or members of the public.

The objectives of the Health and Safety Policy are -

- To maintain a safe and healthy workplace and safe systems and methods of work, compliant with all legislation
- To protect staff, volunteers and others, including the public from foreseeable hazards whilst on the Centre premises or about the business of the Church Council
- To provide staff and volunteers with the information, instruction, training and supervision they need to work safely
- To develop safety awareness amongst staff and volunteers
- To make staff and volunteers aware of their individual responsibilities to take all reasonable care for the safety of themselves and others and to co-operate with management in matters of safety
- To encourage full and effective consultation with staff on safety matters
- To provide standards of health, safety and welfare which comply fully with the requirements of all relevant statutory provisions

The day to day responsibility for Health and Safety remains a management function and the Chair of the Church Council will allocate responsibility for Health and Safety to a suitable trained member of the Centre Management Team. In the first instance supervision will be the responsibility of the Church Centre Manager.

On behalf of the Church Council the Church Centre Management Committee is responsible for putting into place an appropriate functional structure for the implementation of the Health and Safety Policy and ensuring safe systems and procedures applicable to the safe attainment of business objectives.

The Chair of Church Council will be responsible for the provision and maintenance of the Safety Practice Statement. This practice statement will detail the recommended structure and associated responsibilities for the management of Health and Safety and arrangements to be made to discharge efficiently this Health and Safety Policy.

St. Mark's Church Community Centre Health and Safety Practice Statement

1. Health and Safety Practice Statement

1.1 Under Health and Safety legislation, all employees are under an obligation to ensure that his or her own health and safety and that of other people is not affected by anything that he or she does, or fails to do at work. Employees must inform their line manager if they believe that any practice is unsafe or if accidents occur.

1.2 An employee in a management or supervisory role has a particular responsibility for health and safety matters. This responsibility is of equal importance to any other managerial or supervisory function. Any person responsible for the work of others must ensure that those persons work in the prescribed way and in a safe manner. In addition they must ensure that all equipment, facilities and working methods employed within their area of responsibility do not endanger the health and safety of others.

1.3 Employees must ensure that they are familiar with the full Policy and Practice Statement on Health and Safety.

2. Responsibility of key Health and Safety Manager - (Church Centre Manager)

2.1 Has overall responsibility for the provision and maintenance of healthy and safe conditions in the work place and building, and ensures that the requirements and resources, including staff, necessary to implement safety are established.

2.2 Assures a system of immediate communication and action in the event of an emergency.

2.3 Ensures information and education is provided to employees and volunteers in the premises to enable them to carry out their personal responsibility for safety and that of residents and clients.

2.4 Responsible for the development and administration of the fire and safety procedures.

2.5 Creates and maintains awareness of safety and fire prevention at all levels through a continuous educational programme. This will entail ensuring groups using the premises are aware of fire procedure and that fire drills are carried out by group using the premises.

2.6 Assists other supervisors and volunteers in identifying and eliminating potential hazards.

2.7 Holds copies of all statutory documents and certificates relating to accidents, injuries, dangerous occurrences, first aiders etc. and documents as required by the Health and Safety at Work Act and the Corporation Health and Safety Policy.

2.8 Ensures periodic monitoring and inspection of the building to assess risk and to ensure compliance with health and safety standards.

2.9 Establishes safe working practices for employees and volunteers.

2.10 Ensures that the safe working practices are being complied with.

2.11 Ensures that the details of the location of fire and emergency instructions, fire detection system, fire extinguisher guide, first aiders, employer's liability certificate, licence for entertainment, child registration are clearly displayed.

2.12 Ensures that all accidents are reported and the relevant information is recorded.

2.13 Appoints persons to carry out risk management and monitoring.

2.14 Ensures all staff and volunteers receive adequate and appropriate training, as indicated in section 6.

2.15 Request and vet all Risk Assessment documentation from Contractors to ensure their compliance with HSE regulations (Authorisation to commence work could be withheld if deemed unsatisfactory).

3. Fire regulations and precautions

- 3.1 The key Health and Safety Manager will ensure that regular inspections are carried out of all fire fighting equipment, including the operation of all evacuation exits and lighting.
- 3.2 Particular attention should be paid to ensuring that corridors, and access areas are kept clear at all times and free movement is afforded to wheelchair users.
- 3.3 All staff and volunteers should ensure that they are conversant with agreed emergency and Health and Safety procedures.
- 3.4 All groups using the premises should ensure that they carry out practice evacuation procedures and these should be recorded in the inspection book.
- 3.5 The no smoking policy in place for the Church Community Centre should be observed in all agreed places.
- 3.6 Fire safety and the procedure to follow in the event of a fire is laid down in Appendix I.

4. Aids to work-place safety

- 4.1 Do report to your line manager anything which could be a hazard to safety.
- 4.2 Do familiarise yourself with fire exits and suitable escape routes in case of emergency. Also note the location of fire appliances.
- 4.3 Do not smoke inside the building.
- 4.4 Unplug all suitable equipment prior to leaving the building. This would exclude such appliances as fridge/freezer, computer etc.
- 4.5 Switch off such equipment as is possible such as PC/VDU.
- 4.6 Do not allow obstruction of fire doors or exits or cause such obstruction yourself.
- 4.7 Do not attempt to repair electrical equipment.
- 4.8 Do not place aerosol containers in direct sunlight.

5. First Aid

- 5.1 First Aiders should be used where possible for the treatment of any person who becomes ill or who is injured on the premises. A doctor or ambulance will be called as appropriate.
- 5.2 The Centre Manager is responsible for ensuring stocks of first aid in the first aid box.
- 5.3 In accordance with the Employer's Liability Act an accident book is kept in the Church Office. An entry must be made in the accident book whenever any injury or illness occurs, however trivial, regardless of whether any first aid assistance is required. This is required even in cases where a group keeps their own separate record.
- 5.4 Children registering for care in any group using the premises should complete a registration form stating next of kin, arrangements for contact in an emergency and name of doctor.
- 5.5 No staff or volunteers should administer medicines to any client.
- 5.6 It is important to use plastic gloves when treating bleeding injuries or when cleaning any bodily fluids or waste.

6. Staff

- 6.1 All staff should receive on induction, initial training and a copy of the Health and Safety Policy and Practice Statement.
- 6.2 Further adequate health and safety training will be given where appropriate.
- 6.3 All staff should be made aware of the policy and code of practice regarding child abuse. All persons having contact with children and young people in the Church Partnership (St. Mark's and Putnoe Heights), are expected to comply with the policy statement and procedure. This also includes completion of necessary application forms prior to authorisation.

7. Hygiene

- 7.1 All staff will wear disposable gloves when undertaking tasks which might involve contact with bodily fluids, such as changing nappies, cleaning toilets, all first aid involving cuts and abrasions.
- 7.2 When working in the kitchen area it is important to follow the procedures for safe handling of foods and to wear the appropriate clothing.
- 7.3 No animal should ever enter the kitchen.

8. Safety regulations

8.1 The Health and Safety at Work Act imposes a legal obligation on ALL employees to take all reasonable steps to avoid injuring themselves or any other people while at work.

8.2 All staff must report to their line manager without delay anything which they are aware of which could constitute a hazard to safety (e.g faulty electrical connections).

8.3 Electrical equipment should be connected to the nearest socket. Long trailing cables should be avoided. Any second hand equipment to be used on the premises should first be checked by a competent person.

8.4 No form of maintenance apart from routine cleaning must be carried out by members of staff or volunteers unless they have received training. Cleaning of equipment such as the dishwasher should be carried out only by persons who have received instruction in accordance with the manufacturers and suppliers approved procedures.

8.5 Use of ladders. No person is to climb higher than permitted by the approved equipment provided by the church. When it is necessary to use the stepladders or the scaffolding tower there must be two persons present at all times one of whom must be fully conversant with the safe operation of the equipment. It is important **NEVER** to climb using unsuitable objects such as chairs.

8.6 The loft ladder must only be deployed and used by trained persons who must follow the stipulated Safe Working Practices for this equipment.

8.7 The Kitchen is a potentially hazardous area. Persons under the age of 14 must not enter the kitchen unless accompanied and supervised by a responsible adult.

9. Use of VDU's

9.1 It is not considered that the use of VDU's presents any health or safety hazard. Users should however make themselves aware of suggested procedures as outlined in the booklet 'working with VDU's' from the Health and Safety Executive. A copy is kept in the Church Office.

9.2 Staff will not use VDU's for more than 50 consecutive minutes per hour. Anyone who complains of eye strain or headaches following the use of a VDU should consult a doctor and an optician.

10. Security

10.1 Look after valuables at all times, whether they be your own or belonging to the Church Centre or other group.

10.2 The Church Council accepts no responsibility whatsoever for the keeping of valuables, money personal belongings etc. Staff and volunteers are advised strongly to take every precaution not to leave articles of value lying about offices, in desks etc. It is advised that items of value should be protected under a personal insurance policy.

10.3 Secure lockers are provided in the foyer for personal belongings.

11. Traffic

11.1 Pedestrians should observe special vigilance when going to and from the buildings.

11.2 Pedestrians should be vigilant when approaching or leaving the St. Mark's buildings and are requested to use the footpath entrance at the bottom of Calder Rise rather than cross the car park. This avoids manoeuvring vehicles.

11.3 Be aware that ambulances and heavy vehicles frequently visit the premises.

11.4 Special attention should be paid to children and parents are advised to always accompany children and take hold of their hands.

11.5 Child safety locks are used at all times on internal doors in the hall area when pre-school is in operation.

11.6 Users of the Centre are reminded that safe parking of their vehicles in roads outside the church park is an important responsibility and inconsiderate parking can cause a hazard to local residents.

11.7 The car park should not be used as a play area for children.

12 Manual handling and lifting

12.1 From time to time equipment may need to be moved. It is important never to move equipment of heavy weight or awkward sizes without assistance and the use of the correct equipment.

12.2 Trolleys are provided for the transportation of books, chairs and tables. These should be moved in the prescribed manner, if in doubt ask for a demonstration.

12.3 Two persons should be used for the moving of tables and when transporting in public areas a person should be designated to ensure doors are open and members of the public alerted.

12.4 Special care should be exercised when lifting objects and care should be taken never to lift objects which might cause strain or injury.

13 Procedures for closing building

13.1 It is important when leaving the premises to ensure that the building is left in a secure and safe condition. Users should be aware when they are the last to leave the premises

13.2 All lights, gas and electrical appliances should be turned off apart from those on time switches, refrigeration equipment and surveillance system.

13.3 Windows and doors should be left secure and alarm systems activated by authorised keyholders when appropriate.

13.4 Fire doors must never be left wedged open.

14 Risk Assessment and Monitoring

14.1 Regular inspections shall be made of the premises in order to:

14.1.1. Assess the risks to the health and safety of all employees, volunteers, residents and clients by carrying out formal and documented Risk Assessments.

14.1.2. Monitor the implementation of the Health and Safety Policy and Practice statements.

14.2 All staff and users of the Centre must inform the Centre Manager immediately of any potential hazards or concerns which they may have relating to any matter of health and safety.

All significant findings of inspections and reports will be reported by the Church Centre Manager to the Management Team.

This document last revised August 2005

St. Mark's Church Community Centre Equal Opportunities Policy

Policy Statement

It is the policy of St. Mark's Church Community Centre to foster good relationships with people from all groups in our local community and to make the centre facilities available without discrimination. This means that no user of the centre will be treated less favourably than another because of their gender, race, ethnic origin, age, sexual orientation, disability, appearance or marital status.

In its role as an employer St. Mark's Church Community Centre has a duty to comply with the provisions of the Sex Discrimination and Race Relations Acts. It is our policy to ensure that our recruitment, selection, employment and management practices comply with both the letter and the spirit of this and any other relevant legislation. Our policy applies to both voluntary and paid workers.

Practice Statement

These notes illustrate the implications of our Equal Opportunities Policy Statement. It is vital that all users of the Centre are aware of our policy and understand our wish to create an environment which provides equal opportunities for all users. However, responsibility for implementing the policy rests with the Centre Management Committee, delegated by the Church Council.

This policy is continually under review and we welcome comment about the policy, particularly from individuals or groups who feel they may have been unfairly discriminated against.

1 EMPLOYMENT IMPLICATIONS

1:1 All posts will be open to men and women, to people of any race and to people with disabilities. Age will not be used as a criterion for selecting/deselecting applicants. Applications will be encouraged from all groups within the community.

1:2 Those involved with advertising, recruitment and selection will be made aware of our Equal Opportunities Policy and of our obligations under the law.

1:3 Appropriate steps will be taken to ensure that the working environment is comfortable for everyone and is free from discriminatory practices. Specifically, any harassment (e.g. comments, actions, suggestions or physical contacts which are found unacceptable and offensive or which might create an intimidating work environment) will be confronted and will not be condoned.

1:4 Our Equal Opportunities Policy will be made explicit in our selection and working practices and will be communicated to all employees and voluntary workers. Workers will be encouraged to value each other and respect the variety of contributions each can make. It is our policy to employ workers who have an open approach to people and ideas.

1:5 Working practices will be regularly reviewed in the light of our Equal Opportunities Policy.

2 ACCESS IMPLICATIONS

2:1 The environment will be welcoming and physically accessible to all users.

2:2 Printed materials produced by St. Mark's (e.g. publicity and information leaflets, posters, notices, booking forms etc.) will use inclusive language. It is also our policy to use materials which positively reflect our multi-cultural society.

2:3 Information about our facilities will be distributed as widely and to as many groups within the community as possible, using libraries, tourist information, local notice boards and the internet and other means.

2:4 Our booking policy will be compatible with the values expressed in our Equal Opportunities Policy and these values should be made explicit to users.

3 GENERAL MANAGEMENT IMPLICATIONS

3:1 Our Health and Safety Policy and all other centre management policies will be compatible with the Equal Opportunities Policy

3:2 It is our policy to challenge discriminatory and/or prejudicial attitudes, remarks, behaviour and offensive jokes and to raise awareness of issues of discrimination.

3:3 It is the responsibility of St. Mark's Church Council (in part devolved to the Leadership Team and Church Centre Management Committee) to ensure that the equal opportunities policy is implemented.

3:4 The Equal Opportunities Policy and relevant working practices will be regularly reviewed and amended as appropriate.

This policy last reviewed August 2005

St. Mark's Church Community Centre Environmental and Sustainability Policy

Introduction

St Mark's Church Community Centre is committed to ensuring that wherever possible we operate our Community Centre in a manner which is compatible with sound a environmental Policy which seeks to help restore and sustain a better environment for all. We identify sustainability as

“meeting present needs without compromising the ability of future generations to meet their own needs”.

Sustainability is a process of ensuring the wise use of all resources within a framework in which environmental, social and economic factors are integrated. We are committed to placing sustainability at the heart of our action, encouraging all users to consider sustainability choices in the operation of their activities. We will reduce, reuse and recover.

We will seek to engage in a process of continual environmental awareness and improvement. We will operate in a manner which maximises social benefit while minimising any adverse impacts to the local community.

We will maximise the efficient use of energy and materials, continually improve pollution prevention measures and increase use of renewable resources.

Transport

We will seek to promote measures which reduce the need for travel to and from the Community Centre, such as consideration of timing of meetings to avoid unnecessary journeys. St Mark's Church Community Centre will provide facilities which encourage users to consider transport option which have reduced adverse impact upon the environment. We will offer secure parking for bicycles and areas in which outdoor clothing may be stored by users.

Energy

Our Centre buildings are of modern construction with cavity walls and double glazed window units, including those of stained glass. Heating of all rooms is by hot-water radiators supplied from gas-fired boilers. All radiators are fitted with thermostatic valves. The boilers are of modern design and regularly serviced to maintain efficiency. A 2-channel 7-day programmable timer is used to controls the boilers and the programme is updated weekly to cater for the changes in the Centre bookings and to eliminate unnecessary heating.

Electricity is used for lighting, office equipment, CCTV, food storage, dishwashing and (drinking) water heating. Long-life low wattage bulbs or fluorescent strips are used wherever possible to minimise electricity consumption. All office equipment, when in regular use have 'standby' facilities and are switched off when the Centre is closed. Some security lighting does remain on, however timers are fitted to prevent unnecessary use after the last occupants have left the building. There are also passive infra-red detectors which switch on and off when motion is detected.

We have water features in the Gardens, these are fitted with low energy pumps and are activated only by motion detectors and then switched off following a short time delay.



**Reduce
Reuse
Recover**

Water

Water is monitored using a water meter. Rain water is collected for use in watering of the garden

Waste Management

Several 'Wheelie Bins' are used at the Centre. We participate in Bedford Borough Council's segregated waste collection and recycling programme to ensure recycling of cans, glass, textiles. We will also ensure recycling of special waste, including mobile telephones. The Centre Office staff are always on hand to advise any Group in the case of any special waste handling situations that may arise. Waste paper is recycled, a shredder unit is provided to enable confidential waste to also be recycled.

Purchasing

We will constantly monitor our purchasing and use of materials and consumption to determine the impact of our choices upon the environment. We will seek to be prudent in our choice of resources and develop procurement procedures which consider all elements of the supply chain to ensure social, ethical and environmental criteria are integrated into programmes aimed at achieving best value. Consideration will be given to the sourcing of materials and where possible local alternatives selected which minimise unnecessary travel. Purchasing in bulk may also be a means of reducing packaging and transportation. We will minimise waste and encourage repair, reuse and recycling before considering the responsible disposal of surplus materials

Stationery

We will seek to make use of recycled paper. Paper which is not recycled will be produced using TCF (Totally Chlorine Free) pulp and 100% degradable and recyclable. Paper will only be used where guarantees can be obtained that wood suppliers employ a sustainable forestry plan. of the paper used in the Centre will be recycled and bleach free

All cartridges for ink printers and toner cartridges are to be recycled.

Consideration will be given to avoid disposable items where alternatives offer more sustainable solutions. Throw away pens, plastic cups and disposable items will be evaluated for better alternatives.

Centre Grounds and Gardens

St. Mark's Church Centre is surrounded to the North and South by extensive and high quality cultivated gardens, grassed areas and shrubbery borders. These areas are tended by volunteers who use minimal amounts of Pesticides and Herbicides in exceptional circumstances and NO peat. Much use is made of bark chippings to suppress weeds.

Building.

We will promote continual improvement in maintenance practices and establish sustainability guidelines for architects and contractors working on new build and refurbishment projects. We will ensure that all building development conforms to the highest standards and makes sustainability issues a priority. Exceptional levels of insulation, use of recycled plastics and reclaimed materials are important means of assisting in the legally binding international commitment to reduce emissions of the six main greenhouse gases by 12.5% (compared to 1990) during the five year period 2008-12. The UK government signed its agreement to this in the 'Kyoto Agreement.'

Pollution

Every attempt is to be made to minimise the amount of pollution caused by the centre and its users.

Clinical waste, including nappies should wherever possible be reduced through the use of degradable alternatives. Disposal of nappies will be carried out by an appointed contractor who will guarantee that they are disposed of as clinical waste.

Chemicals. The only chemicals normally used at the Centre are those used for cleaning and dish washing. Bleaching agents will be avoided wherever possible and choices made of products which are environmentally friendly .Handling and disposal of these is governed by the COSHH regulations.

Policy last reviewed August 2005

Safeguarding the Welfare of Children

North Bedford Church Partnership – St. Mark's and Putnoe Heights Church Community Centres
General Statement of Policy and Procedure

For all employees and volunteers engaged in working with children.

It is important to comply fully with this policy to ensure that you are personally protected and provided with insurance cover under our church centre policy.

Policy

In the North Bedford Church Partnership St Mark's and Putnoe Heights, we are concerned with the wholeness of each individual and we seek to safeguard all persons using the facilities or being dealt with by representatives of our church and community centres. It is the responsibility of every member to prevent the physical, sexual or emotional abuse of children and young people. All persons having contact with children and young people through the activities of the church and community centres are expected to comply with the policy statement and procedure as outlined in this document.

Practice

1. Minimise opportunities whereby children can be subject to any kind of abuse. This would include arranging activities so that children are not left alone working with a single adult. i.e ensure work takes place either in a large room or adjoining rooms with the door left open.
2. No person working with children or young people, pastoral visitors or any other person should meet a child or young person, away from the church premises without the parent of the child being present or another adult authorised by the parent. Any meetings with children under such circumstances should be notified to a supervisor or line manager and cleared beforehand.
3. Two adults must always be present with a group, particularly when it is the only activity taking place on church premises.
4. Never take a group away from church premises without at least two adults present, always inform a supervisor or line manager when taking children off the premises.
5. Every person working in church premises is responsible for observing the Health and Safety Policy and Practice.
6. Attention should be paid as to how children and young people arrive at and leave the premises and adequate care must be provided.. Are they being collected by a responsible, authorised adult? Do they have to walk alone unsupervised to reach or leave church premises or places of arranged activities?
7. Children travelling in cars should always wear seat belts and drivers should ensure that their insurance provides suitable cover. No mini-bus should be used which is not provided with seat belts for all passengers and children must wear them.
8. All people should be aware of circumstances in which any child is shown special attention, either being highly favoured or treated unduly harshly, these could be signs of abuse. Supervisors should take opportunities to observe those for whom they are responsible as they work with young people.
9. All children and young people shall be made aware of the existence of 'Childline,' this shall be assisted by the display of the telephone number inside the building on a suitable noticeboard.
10. All staff and volunteers who may be involved with children will be fully checked. Procedure for clearance should include notification of Social Services and Police. References must be taken which include previous employer where possible and proper interview procedure must be adopted. Any applicants wishing to work with children shall be advised that their work is exempt from the Rehabilitation of Offenders Act 1974.
11. No staff members will be appointed permanently until after an interview procedure and the successful completion of a probationary period of between six months and one year.
12. All paid workers and volunteers shall have job descriptions which clearly outline their responsibilities for the protection of children and young people. It will specifically state that they have read the guidelines produced by the church for safeguarding children and young people and that they are aware of the action they should take if abuse is discovered.

1. Existing workers and all people having contact with children or vulnerable adults must complete the approved documentation for clearance with the Criminal Records Bureau. After completion the forms must be submitted to Mrs Diana Johnson for certification and forwarding to the bureau. The Registered Body, The Diocese of St Albans will be informed of the result of the checks made and a decision forwarded to the Church Centre Management indicating whether the person concerned is to be authorised to carry out the agreed task.
2. Regular opportunities should be given for workers to meet together to review and discuss their experiences and relationships with children. All workers with children should be encouraged to attend the child awareness training provided by the Partnership.
3. A list shall be kept of all workers attending training and refresher courses.
4. Workers who discover breaches of this practice statement should also report the matter to their supervisor or line-manager.
5. No public statement shall be made by any person prior to consultation and authorisation by the Diocesan Registrar and the Church Insurance Company
6. Any allegations made must be recorded and attached to the personal record
7. Any suspicions whatsoever of cases of any kind of abuse should be reported without delay. A reporting procedure would be carried out as follows -
 8. A worker finding circumstances which cause any suspicion of any form of abuse shall report the matter immediately to a supervisor or line manager.
 9. The person involved should make notes as soon as possible recording dates, times of events and keep the handwritten record.
 10. A copy of the written record should be taken by the line manager.
 11. Those reporting should also independently ensure that the Minister of the church is advised immediately and the senior member of the Church Leadership Team
 12. If child abuse is suspected the Minister receiving the report will be responsible for contacting the statutory services responsible i.e. Social Services, NSPCC and Police, without delay. On receiving information relating to alleged child abuse the named Line Manager (Minister) will report the matter to the Social Services Department in conjunction with the reporting member of staff, following the procedure as specified in Bedfordshire County Council Child Protection Procedures.
 13. The Minister will also be responsible for informing the Church Insurance Company immediately, failure to do so may prejudice insurance cover.
 14. If any Minister is suspected of any kind of abuse the case should be reported directly to the Chairman of the District or the Bishop of Bedford and also the senior member of the Church Leadership Team. The matter will be referred to the Social Services Department in conjunction with the reporting member of staff, following the procedure as specified in Bedfordshire County Council Child Protection Procedures. The Chairman or Bishop will be reminded to inform the Department of Health Consultancy Service and the Insurance Company of any incidents of suspected abuse.

Contact Numbers

- ◆ **Minister** 01234 309175 Mobile 07973 113861
- ◆ **Social Services Duty Officer** 01234 345331
- ◆ **Out of hours Surgery Team** 01582 576195
- ◆ **Bishop of Bedford** 01234 357551
- ◆ **Methodist Chairman of District** 01582 460732
- ◆ **Ecclesiastical Insurance** 01452 528533
- ◆ **Mrs Diana Johnson 01234 828773 Child Protection Officer and CRB**

Date last reviewed August 2005 The Reverend Charles. Royden

(This document was prepared in consultation with Bedfordshire Social Services, consultation- Karen De Lastie, Principal Officer - children Tel 01234 218897 ext 31). From time to time groups, organisations and statutory authorities issue instructions, however no other document shall be used by any group which contradicts the given procedures of this policy. Where exceptions or changes are agreed they must be in writing and signed by the Chair of the Church Council.