



Guidance for Referral

Guidance for Referral to District Child Protection/Safeguarding/Taking Care Group and Connexional Advisor for Safeguarding and CP

FOR ALL MINISTERS AND DEACONS.

1. In the following circumstances the enclosed form (overleaf) is to be used in all referrals first to the District and then to the Connexional Advisor:
 - a) Where there is an allegation made by an adult about abuse while they were a child (under 18) and the person is still in position to abuse children inside or outside of the church. The adult survivor should always be included in the decisions, and told what action has to be taken at each stage. This should be referred whether or not they ultimately give permission.
 - b) Where there is a current allegation of abuse against a child or children (under 18).
 - c) Where someone in the church has been suspended or dismissed from work, or investigated or arrested for allegations of abuse against children.
 - d) Where a child is, or children are, considered to be at risk of harm or at significant risk of harm.
 - e) Where a person who is a member or regular attendee is known to have been convicted of sexual offences against children, or is currently or has been recently (in the past year) subject to investigation for any offence against a child, or where there have been investigations or convictions for Domestic violence.
2. Referrals should take place whether or not you have spoken to the parties and can be done following an initial discussion in an anonymous fashion, i.e. in order to establish whether referral fits the above criteria.
3. Referrals should take place whether or not you have also referred to Social Services, Probation or Police but please note the name of person to whom you referred the matter to assist liaison by all parties in the matter.
4. Ministers and Superintendents are responsible for good practice and management of issues in the local church and circuit. In each case co-operation on these matters should include a decision as to who should liaise from the District group (by the group itself) and who should take a lead in liaising with the statutory authorities. That is - be clear as to who does what, including who attends meetings and who feeds back to whom.
5. The District group and all ministers have a clear obligation to respond appropriately and to send copies of all referrals to the Connexional Advisor who may in some cases decide to inform Methodist Insurance.

DATA WILL BE HELD IN ACCORDANCE WITH GOOD PRACTICE IN CHILD PROTECTION AND THE RELEVANT LEGISLATION.

INCIDENT REPORT FORM*

Name of Child/Adult: <i>This could be the child or adult alleging abuse or causing concern.</i>		
Name of worker: <i>Any volunteer/office holder or employee in the Methodist Church</i>		
Position of worker:		
Date and time of report:		Date concluded : <i>(for District/Connexional use)</i>
Nature of concern: (The Allegation/Behaviour/ Risk that is causing concern)	Names of principle parties are essential. IF YOU HAVE NOT DONE SO MAKE A FACTUAL WRITTEN RECORD OF YOUR OBSERVATIONS AND ANY CONVERSATIONS - sign and date it.	
Who have you spoken to about your concerns	The child yes / no Carer yes / no	Name: Contact details of Carer:
	Senior staff/line manager yes / no Position:	Name: Contact details of Snr. staff/line manager:
	Social Services/ Probation/Police yes / no Position:	Name: Contact details of Social Services:
Feedback/Action At local or District level	Name of person taking action: Contact details <i>(if different from above):</i>	
Signature of worker:		Date and time:
Signature of senior staff/line manager: <i>Where appropriate this could be the Minister/Superintendent/Chair of District</i>		Date and time:

* With thanks to the URC 'Good Practice' for the layout of the form.