

**Inclusive Gathering Birmingham  
Upstairs @ The Loft  
Safeguarding Risk Assessment**

**Updated 23/01/ 23**

<b>Activity</b>	<b>Risks and potential risks associated with activity</b>	<b>Low, medium or high risk?</b>	<b>Action to be taken to safeguard that risk</b>	<b>By whom?</b>
1a. Gathered worship	Vulnerable people sharing personal information	High	Designated people observe carefully and join conversations with new people.	Leadership community distribute themselves to be available to those who are vulnerable
1b. Gathered worship	<p>People attend under the influence of drugs or alcohol.</p> <p>We meet above a bar and people have the option of bringing alcohol up with them. Or people coming upstairs after drinking.</p>	Medium	<p>If a person attending is mildly under the influence of drink or drugs but is coherent and following group rules they will be permitted to stay.</p> <p>If their behaviour changes or they become disruptive or inappropriate they will be politely asked to leave the meeting (if online they will be removed by the Host)</p>	<p>The Connect Team/ Leadership Community should all take the initiative in identifying and flagging inappropriate behaviour.</p> <p>Significant concerns should be reported immediately to the pastor/ core team.</p> <p>If there inappropriate disruptions from people who have not specifically come to the Loft to attend our gathering, the staff downstairs should be informed and asked to intervene.</p> <p>If attendees becoming disruptive due to alcohol becomes a problem, the core team will re-evaluate and tighten the current</p>

				policy.
2a. Online zoom gatherings (worship)	Not knowing who someone is from their zoom name.	Low	<p>We are now only using Zoom for worship on very rare occasions. When Zoom IS in use, pre-registration for the session and using a registered login id on Zoom are both requirements.</p> <p>If the Host for the service does not recognise a person from their zoom name they will initially be admitted to the service but a message will be sent in the chat or verbally straight away if not physically recognised to ask who they are and how they heard about the service. If it becomes clear a new person has come to be disruptive etc they will be ejected from the service by the Host.</p> <p>There should always be at least one person in addition to the one leading the session who is monitoring activity on the Zoom and addressing issues with behaviour as above.</p>	<p>Community Group Coordinator (David Derbyshire)</p> <p>Host for the event.</p>
2b. Online zoom gatherings (worship)	If a person attending says or does anything which raises concerns for the Host or a member of the	Low	*The Host responsible for the service will note any behaviour or words used by an attendee which raises	Community Group Coordinator (David Derbyshire)

	community.		<p>concerns and will raise it with the Host through the private chat function or straight after the service if not urgent. *If both agree that the person is putting others at risk or vulnerability, or their behaviour is disruptive the person will be politely asked to leave the meeting and get help or the Host will remove them from the meeting. Host will record what happened, date and time and will screen shot any chat which occurs related to the incidence as a record.</p> <p>Host will record event in the Safeguarding Log after the service.</p>	Host/Observer
<p>3a . Small groups</p> <ul style="list-style-type: none"> <li>• Face to Face</li> </ul>	Vulnerability of people meeting.	Medium	<p>All meetings should be led by at least 2 people who the Pastor and IgB core team have approved.</p> <p>All participants should be aware of confidentiality and safeguarding policy.</p>	Community Group Coordinator (David Derbyshire)
<p>3b Small groups</p> <ul style="list-style-type: none"> <li>• Hybrid</li> </ul>	<p>Vulnerability of people in the group – access to the group from people outside of our area, stretching capacity.</p> <p>Complexity of managing in</p>	Medium	<p>All meetings should be led by 2 approved leaders. Leaders should designate specific responsibility for monitoring online participant, separately from in-person participants.</p>	Community Group Coordinator (David Derbyshire)

	person and online means less care could be placed on observing one or both groups.		<p>Leaders should assess whether more than 2 leaders are needed depending on the size and type of group gathered in either online or in person space.</p> <p>All participants should be aware of confidentiality and safeguarding procedure. Behaviour expectations should be repeated by leaders at regular intervals.</p>	
<p>3c. Small groups</p> <ul style="list-style-type: none"> <li>• Online only</li> </ul>	Vulnerability of people in the group – access to the group from people outside of our area, stretching capacity.	Medium.	<p>All meetings should be led by 2 approved leaders.</p> <p>All participants should be aware of confidentiality and safeguarding procedure. Behaviour expectations should be repeated by leaders at regular intervals.</p>	Community Group Coordinator (David Derbyshire)
Submission of applications (for volunteer roles) and other confidential documents	Risk of confidential information being shared	Medium	<p>Confidential information such as applications/ disclosure forms (in paper or digital) will only be shared with the pastor or designated members of the Core Team.</p> <p>Physical copies of</p>	Pastor (Danielle Wilson)

			<p>confidential information will be safely stored by the pastor in a locked cabinet.</p> <p>Additional copies of digital confidential information (including scans via email) will only be stored by members of the core team (other than pastor and safeguarding officer) as long as necessary to fulfil the task and then deleted from hard drives and the cloud.</p> <p>Where a core member has a role that requires the handling of confidential documents the process will be clearly defined in a checklist, including when to delete digital documents.</p>	
Confidentiality across all activities	A safeguarding risk is disclosed which cannot remain confidential	High (Due to imminent risk or danger to the person concerned or another)	<p>A statement on confidentiality will be shared with new groups/people stating that what they share will remain confidential unless there is a safeguarding risk to them or another person by what has been shared. *The Pastor should be contacted who will then share the information with</p>	Any person within the IGB community can raise an issue of concern with the Pastor/Safeguarding Officer

			the IgB safeguarding officer and record their responses as appropriate.	
Sharing Medical advice	Inappropriate information is offered or sought by people outside of their professional role	Medium	Medical advice should not be offered, people should always be referred to the appropriate support services for physical or mental health treatment.	
All activities	Abusive behaviour, including racism, sexism, homophobia and transphobia.	Medium	Abusive behaviour towards any member of the IgB community will be addressed	Group leader/Pastor/Safeguarding Officer and Core team
Online groups	Any online (WhatsApp/Messenger) group for the church community is aimed at studying, mutual prayer support and encouragement between activities. It is possible that someone may try to use this group to influence others or to try and manipulate or seek help that should be provided by professionals.	Medium	<p>Personal information should not be shared beyond the group. Personal contacts should not be used beyond the group without permission from the individual. With the WhatsApp App you cannot anonymise yourself, your telephone number is visible in the group. We ask that, in order to comply with GDPR (Data) regulations, you do not contact anyone in the group personally unless you have first asked their permission for you to use their number for personal messaging etc.</p> <p>If someone demonstrates behaviour in the App which is considered manipulative</p>	Group leader/Pastor/Safeguarding Officer and Core team

			<p>or inappropriate, the Hosts have two choices.</p> <p>1.If the behaviour is low level but the Host feels it could escalate if left unchecked they will send a private message to the individual to remind them of the groups rules and to check they are getting the support they need.</p> <p>2.If the behaviour is immediately of concern the person will be removed from the group and then contacted to have the action explained. They will be given a warning that this behaviour is not in line with group rules and will not be tolerated.</p> <p>*A screenshot of any communication in the App will be taken and recorded in the Safeguarding log.</p>	
Neurodiverse Spirituality Zoom Group	SEE SEPARATE RISKS ASSESSMENT DOCUMENT			
IgB kids Club	Access to children Safety of premises Changing room layout due to multiple use in venue.	Medium	<p>Childcare leaders to be appointed by the IgB core team having been '<u>safely recruited</u>' according to <u>Methodist Church policy</u>. This requires Childcare Leaders to submit a volunteer application to the</p>	<p>Concerns should be reported to the pastor/ safeguarding officer/ members of the Core Team</p>

			<p>Core Team with References. All leaders must have an enhanced DBS check. These can be processed by the Pastor who is registered as a DDS checker.</p> <p>Parents/carers must remain in the building at all times.</p> <p>Childcare Ratios must be adhered to :</p> <p>Parents who have not been Safely Recruited/ DBS checked can remain in the childcare room but an only be responsible for their own child for the purposes of childcare ratios.</p> <p>Childcare Leaders will not deal with child toileting – they will ask the child’s parent/ carer to deal with toileting.</p> <p>Approved Childcare Leaders to check for changes to/ concerns about the safety of the childcare room. If adaptations do not solve issues, a member of the core team will be consulted.</p> <p>Children will be supervised by leaders at all times with the door closed. Only</p>	
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			<p>parents and approved leaders are allowed to be in the room with the children. If an unknown or unauthorised person enters the room they will be asked to leave. If they do not leave, the childcare leaders can seek additional help from the Connect Team or members of the Leadership Community.</p>	
Food & Hot Drinks Safety	<p>Use of the urn for self service of hot drinks could lead to injury</p> <p>Allergic reactions due to food intolerances.</p>	High	<p>The food and drinks stations will be monitored at all times by a designated 'hospitality' person.</p> <p>The urn will be placed on a table against a wall with nozzle turned to the side away from user and with lead tidied away under the table). This is to prevent the urn from being knocked over and to encourage safety in usage.</p> <p>All food served will either be in packaging (with allergy information shown) or if home-baked, a list of ingredients will be included next to the item. No nuts will be included in home baked items.</p>	Hospitality Lead

			A variety of vegan and gluten free items will be on offer.	
Romantic relationships between Leaders and other members of the community	<p>Potential power imbalance in relationships (whether intentional or unintentional)</p> <p>Difficulties in church community resulting from the end of relationships</p>	High	<p>Healthy romantic relationships that develop in our growing community are to be expected and are generally a positive thing.</p> <p>To help safeguard against potential power imbalances in any developing relationships, members of the leadership community that begin new romantic relationships within the community should inform the Core Team/ Pastor about their relationship for transparency. This can be kept confidential by the Core Team if desired.</p> <p>If difficulties or the end of a relationship has an impact on the community, support will be offered by the pastor/ core team as needed.</p>	Pastor/ Safeguarding Officer/ Core Team
Paid consultancy roles from within the church community	Potential for power imbalance/ misuse of finances/ financial abuse due to using members of the community for various paid roles (including music, vide-making, using their	Medium	<p>There are some ongoing roles (such as music leader) that require more than what would be appropriate in volunteer hours.</p> <p>There are also certain</p>	The Core Team

	<p>professional expertise).</p> <p>The perception of misuse of finances or favouritism</p>		<p>specialist skills (like video-making) for certain projects where it is most fair and efficient to pay for a professional person to do it.</p> <p>In these cases, it is generally most natural (and efficient) to draw from people within our community or who know our community.</p> <p>To safeguard against perceived or actual financial impropriety, we will:</p> <p>Ask all members of our leadership community to sign a pecuniary interest form.</p> <p>If we use paid expertise from someone in our community who is outside the leadership they will also be asked to sign a form.</p> <p>We will agree any paid role (whether ongoing or short-term consultancy) as a Core Leadership Team (rather than as an individual decision).</p> <p>If our financial outgoings</p>	
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			for projects increase significantly at any point, this policy should be reviewed to reflect new circumstances.	
Financial Abuse (between members of the church)	<p>Potential power imbalance in relationships (whether intentional or unintentional)</p> <p>Deliberate financial grooming amongst vulnerable members</p>	Medium	<p>There is a possibility in any group for people to take financial advantage of one another.</p> <p>To safeguard against this, we will speak publicly from time to time about financial abuse and make people aware of the warning signs.</p> <p>In our pastoral relationships, if concerns become apparent we will be swift in asking good questions to ascertain risk to those who may be vulnerable and take appropriate action.</p> <p>Any concerns should be reported to the Core Team.</p>	Core Team (Safeguarding officer and Pastor)
Cyber Security	<p>Hacking of website</p> <p>Hacking of social media</p> <p>Hacking of email</p>	High	<p>In order to maintain internet security, we will maintain, back-up and update our website regularly. Updating software helps protect against threats.</p> <p>We will also delete those</p>	

			<p>with admin access to our website and social when that access is no longer required.</p> <p>We will regularly change passwords on website, social media and email.</p> <p>Passwords will be held security via online software.</p> <p>We will respond quickly if hacks are reported and restore our information to safety as soon as possible.</p>	
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