

**Inclusive Gathering Birmingham  
Ibis Hotel- Arcadian – Southside District  
Safeguarding Risk Assessment**

Updated 27-09-23

Activity	Risks and potential risks associated with activity	Low, medium or high risk?	Action to be taken to safeguard that risk	By whom?
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	People attend under the influence of drugs or alcohol. There are many bars in the vicinity of our venue.	Medium	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. 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>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 the venue to attend our gathering, the venue staff 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 policy.</p>

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.</p> <p>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>	Lead for the specific online event.
2b. Online zoom gatherings (worship)	If a person attending says or does anything which raises concerns for the Host	Low	*The Host responsible for the service will note any behaviour or words used	Host/Observer

	or a member of the community.		by an attendee which raises 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. Host will record event in the Safeguarding Log after the service.	
3a . Small groups <ul style="list-style-type: none"> <li>• Face to Face</li> </ul>	Vulnerability of people meeting.	Medium	All meetings should be led by at least 2 people who the Pastor and IgB core team have approved. All participants should be aware of confidentiality and safeguarding policy.	IG Group Coordinator (Chris Mells)
3b Small groups <ul style="list-style-type: none"> <li>• Hybrid</li> </ul>	Vulnerability of people in the group – access to the group from people outside of our area, stretching capacity.	Low  (Hybrid groups are now seldom in use in our community).	All meetings should be led by 2 approved leaders. Leaders should designate specific responsibility for monitoring online participant, separately	IG Group Coordinator (Chris Mells)

	Complexity of managing in person and online means less care could be placed on observing one or both groups.		<p>from in-person participants. 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>	IG Groups Coordinator (Chris Mells)
4. Zoom Chat function in online worship and smaller group discussion	Risk of private conversations using the chat function that are not immediately visible to the host. Possibility of inappropriate messaging or sharing of private information.	Medium	<p>The individual chat function has been disabled on the IGB Zoom account. People are only able to 'chat' in the whole group (and only the host/ co-host can share screens). Therefore, all chats are</p>	Danielle Wilson (pastor)

			visible to everyone on the zoom. If even this presents a problem in future we might consider removing the chat function for attendees, but we will keep an eye on this.	
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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 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</p>	Pastor (Danielle Wilson)
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			be clearly defined in a checklist, including when to delete digital documents.	
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)	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 the IgB safeguarding officer and record their responses as appropriate.	Any person within the IGB community can raise an issue of concern with the Pastor/Safeguarding Officer
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	Medium	Personal information should not be shared beyond the group. Personal contacts should not be used beyond the group without permission from the	Group leader/Pastor/Safeguarding Officer and Core team

	<p>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.</p>		<p>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 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</p>	
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			<p>with group rules and will not be tolerated.  *A screenshot of any communication in the App will be taken and recorded in the Safeguarding log.</p> <p>New contacts are invited to join the Broadcast Only Whatsapp COMMUNITY (rather than a group). Personal information is only visible to admins and members can only 'react' to posts – not reply or post. This approach is very much lower risk than a group where personal details are visible and chat is possible.</p>	
IgB kids Club	Access to children Safety of premises	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 Core Team with References.</p> <p>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>	Concerns should be reported to the pastor/ safeguarding officer/ members of the Core Team



			<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 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</p>	
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			from the Connect Team or members of the Leadership Community.	
Food & Hot Drinks Safety	<p>Self service of hot drinks could lead to injury</p> <p>Allergic reactions due to food intolerances.</p>	High	<p>The food station is monitored at all times by a designated 'hospitality' person.</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> <p>A variety of vegan and gluten free items will be on offer.</p> <p><b>Hot drinks are currently provided by Ibis Hotel in self service station outside of our meeting room and is provided, maintained and supervised by hotel staff. Ensuring safe use is their responsibility.</b></p>	<p>Hospitality Lead</p> <p>Ibis Staff</p>
Romantic relationships between Leaders and other members of the community	Potential power imbalance in relationships (whether intentional or unintentional)	High	Healthy romantic relationships that develop in our growing community are to be expected and are generally a positive thing.	Pastor/ Safeguarding Officer/ Core Team

	Difficulties in church community resulting from the end of relationships		<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>	
Paid consultancy roles from within the church community	<p>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 professional expertise).</p> <p>The perception of misuse of finances or favouritism</p>	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 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>	The Core Team

			<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 for projects increase significantly at any point, this policy should be reviewed to reflect new circumstances.</p>	
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<p>Financial Abuse (between members of the church)</p>	<p>Potential power imbalance in relationships (whether intentional or unintentional)</p> <p>Deliberate financial grooming amongst vulnerable members</p>	<p>Medium</p>	<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>	<p>Core Team (Safeguarding officer and Pastor)</p>
<p>Cyber Security</p>	<p>Hacking of website</p> <p>Hacking of social media</p> <p>Hacking of email</p>	<p>High</p>	<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 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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