

Useful Information

It can be daunting taking on new responsibilities but don't worry you are not expected to know everything from day one! There's a lot of information to take in, so don't expect to remember everything. If you can grasp the overall basic procedure then you can always look up the detail when necessary - even the most experienced safeguarding officers will not know all the answers, but they will know where to go to find them.

A booklet provided by the circuit entitled "How to Manage all those Safeguarding Procedures" aims to take you through the required paperwork and highlights some of the key elements that you need to be aware of whilst also directing you to documents and websites that can provide more detailed information.

The circuit will also keep you updated with changes in legislation and provides training when significant changes are implemented. Queries can be raised at the annual consultation of safeguarding officers' organised by the circuit but advice can always be obtained from the circuit office and circuit safeguarding coordinator.

Sharing expertise across the circuit helps all the church safeguarding officers grow in knowledge and competency enabling them to guide and inform their local church members with confidence.

What to do next...

If, after prayerful thought, you feel you want to find out more, talk about your sense of call with your Minister or Senior Church Steward.



Who becomes a Church Safeguarding Officer?

Across the Connexion, and among church safeguarding officers, all backgrounds, ages and races are represented. God reaches out to all people in love and invites us to respond as disciples of Jesus.

The role of the Church Safeguarding Officer is to be:

- Trustful
- Sensitive
- Supportive and affirming of others
- Confidential
- Persuasive
- Tenacious
- Organised!

You will need:

- An unblemished & current Disclosure & Barring Service (DBS) check;
- To have attended the Foundation Module training;
- To be prepared to attend further training as required;
- Be willing to work in a voluntary capacity;
- Strong communication skills;
- The ability to ask for guidance and help;
- A willingness to learn on the job.

What is a Church Safeguarding Officer?

The safeguarding officers play a vital role in keeping children, young people and vulnerable adults who come onto our premises safe from harm. The church safeguarding officer with the support of the minister, circuit safeguarding coordinator and the circuit office, ensures that their church carries out the procedures to make all office holders, and helpers, aware of their duty of care and conform to the requirement of checks and training.

Is God calling you to serve your church in this way?

What do Safeguarding Officers do?

The Church Safeguarding Officer's role is all about administration and liaison. Their duties include:

- Liaise with all the necessary church group leaders to receive and provide information of safeguarding
- Liaise with Circuit Safeguarding Officer and Circuit Office
- Ensure the Church Safeguarding Policy is up to date and on display in the church building.
- Keep up to date lists of office holders and which forms are required to be completed by each person
- Keep up to date records on who needs to attend safeguarding training and ensure the information regarding courses is passed on to those who need to attend.
- Order Disclosure & Barring Service (DBS) check application forms from Churches Agency for Safeguarding (CAS) when required
- Ensure forms (internal & DBS applications) renewed every 5 years
- Provide support to those completing forms, or on-line applications, as necessary
- Ensure that records are stored appropriately and inform CAS of DBS certificate details received.
- Keep up to date with changes in safeguarding advice and Methodist Church policy
- Ensure safeguarding policies reflected in any lettings agreements.
- Be included in Covenant of Care group if requested.

Covenant of Care - The other side of the role (which could be performed by a different person) covers the requirements if someone in the congregation, or a church group, may pose a risk to others, or a complaint is made. However, this is rare and support is provided by the minister and the circuit, so it becomes a team effort to ensure the right outcome.