

ROLE DESCRIPTOR - CHURCH SAFEGUARDING OFFICER

Ultimate responsibility for safeguarding within the church lies with the Church Council.

.....Methodist Church appoints..... (name)

as the church Safeguarding Officer (adults) .

and (name)

as church Safeguarding Officer (children) and supports them in their role, which is to:

- provide support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding.
- ensure that a suitable, signed church safeguarding policy is displayed at all times in the church on a safeguarding noticeboard, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually.
- record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and procedure.
- promote appropriate routes for reporting of concerns
- identify and inform those who are required to attend safeguarding training and maintain records of attendance. Work with the circuit safeguarding officer and DSO to arrange training.
- attend training and meetings relating to the role
- work in partnership with the lettings officer, stewards and user groups to promote good safeguarding practice on church premises. This will include gaining written confirmation that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own.
- check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.
- inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures.
- advise the circuit safeguarding officer and/or DSO of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from them about audit of safeguarding activities.

There is no requirement to have two church safeguarding officers one individual may agree to undertake safeguarding of both adults and children

DBS check

Due to the nature of the post, the post holder will be required to complete a DBS application, to be reviewed on a five-yearly basis.

Approved

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Methodist Church

Date

