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| Anytown Methodist Church - Role Description |
| **Role**  | **Church Safeguarding Officer**  | **Approved by Church Council****Date**:  |
| **Responsible to** | The church safeguarding officer will be responsible to the Church Council, through the minister.  |
| **DBS Check** | DBS Enhanced check renewed every five years (with barring checks if undertaking regulated activity) |
| **Aims**  | To assist the minister and Church Council in ensuring that the church has an appropriate safeguarding policy, which is implemented and reviewed annually. Also, to act as a point of reference for advice on safeguarding issues.  |

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| **Role Description and key tasks**  |
| **1.** | provision of support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding. To help the minister to draw up a local church policy and keep it under review.  |
| **2.** | ensuring 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. |
| **3.** | recording of all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and practice and promotion of the requirement for others to do the same. |
| **4.** | Identify those who are required to attend safeguarding training and maintain records of attendance. Work with the circuit safeguarding officer and DSO to arrange training. |
| **5.** | attend training and meetings relating to the role |
| **6.** | work in partnership with the lettings officer, stewards and user groups to promote good safeguarding practice on church premises. This will include confirming in writing that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own. |
| **7.** | Check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually. |
| **8.** | inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures.  |
| **9.** | 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. |
| **Other**  |
| Some knowledge and experience of working with children, young people or vulnerable adults would be helpful. A basic understanding of safeguarding issues and a willingness to attend any necessary training. Good communication and administrative skills. The role holder must attend the Methodist Church Safeguarding Foundation, Foundation Refresher and Advanced Training Modules as a minimum and access other training updates on a regular basis in order to have a routine and regular awareness of the evolution of safeguarding legislation, principles and associated legal requirements  To hold office the individual needs to be a full member of the Methodist ChurchAll new Church Safeguarding officers are required to complete a self-declaration form and provide two referees. |