Church Safeguarding Officer (CSO)

**Information for the Annual Report at the end of the 2021 / 2022 Connexional year.**

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| **Role of the CSO** | **Action Taken by the CSO** |
| **Provide support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding.** | * Date: Pastoral Visitors Guidance booklet shared with church stewards to assist them in their duty to ‘*exercise pastoral care and leadership with the minister*’ as stated in the Church Stewards Handbook 2021.
* Date: Safeguarding and Pastoral Care booklet shared with the minister/lay pastor etc to support them in their duties to ‘oversee pastoral visiting in the church’.
* Date: Assessed the church premises alongside ….. in order to promote the safety of children and vulnerable adults. This included fire safety procedures. A report was then written and shared with the church council in order to support council members when they consider the extent to which the premises and equipment are suitable or should be made suitable.
* As part of the Safer Recruitment process (insert number towards the end of the Connexional year) checks were carried out to ensure drivers, providing church-organised transport, and their vehicles were suitable and insured.
* (insert number towards the end of the Connexional year) church led activity group leaders were given a copy of the Guidelines for working with children, young people and vulnerable adults booklet & a leaflet outlining how to complete a risk assessment, and reminded that they are required to carry out an Activity Risk Assessment. Event leaders or the minister were also reminded that they are required to approve the risk assessment prior to the event.
* The church council were reminded that it is their responsibility to actively consider the extent to which it is succeeding to promote safeguarding in all the tasks which enable God’s people to reach their full potential.
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| **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.** | * Provided the Church Safeguarding Policy, using the Model Church Safeguarding Policy, produced by the Methodist Church. Policy adopted at the Church Council on ??.??.?? (insert date when it happens)
* The Safeguarding Noticeboard was updated in ??.??.?? (insert date when it happens) and now displays the following information:
* Our current Church Safeguarding Policy
* Two posters created and provided by the Methodist Church. The first poster states our commitment to safeguarding and the second contains important contact information, including national helplines and other suitable information.
* I have also placed support information regarding Domestic Abuse on the back of all the toilet stall doors.
* I have placed Mental Health support posters in each toilet block.
* The 2 posters created and provided by the Methodist Church have been added to every room which is available to hire.
* ‘You’re not alone’ cards have been placed by the refreshment hatch and near the coat hook – the information also now appears in the weekly notice sheet.
* Childline posters have been placed in every room used by children and young people.
* A debt support poster has been placed on the general notice board in the ????? (insert location)
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| **Record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and procedure.** | * Following the advice of the District Safeguarding Officer, we have devised a bespoke document (Safeguarding Recording Policy, Procedures & Guidance) which reflects the nature of our church for the coming year. The documents state how we will respond promptly to every safeguarding concern, record all safeguarding concerns in line with Methodist policy. The document also states our commitment to the retention and storage of safeguarding information and when and how to share information with others. The policy was adopted by the Church Council on ??/??/?? and will be treated as an appendix to the Church Safeguarding Policy. As such it will be updated annually.
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| **Promote appropriate routes for reporting of concerns** | * Reflecting on the guidance contained in the Safeguarding Policies, Procedures and Guidance, we have developed to stream regarding the promotion of appropriate routes. We have District and Connexional flow charts to help assess safeguarding concerns / risks and therefore we can determine when it is appropriate to refer to statutory service and when a concern can be handled within the church. We are clear when to involve the District Safeguarding Officer. Using information produced by the District, and external agencies in the area, we have a good understanding of where to signpost people needing Early Help.
* *Every time you promote an appropriate route for reporting a concern make an entry in this box. Give the date and the organisation / person you signposted people too.*
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| **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.** | * *Insert Date:* The number of people requiring Foundation and/or Advanced training shared with the Circuit Safeguarding Officer to inform a Circuit Delivery Plan.
* Working with Group Leaders we are currently devising Volunteer Role Outlines for all the roles people have in out church. Included in these documents is a statement clearly explaining which Methodist Safeguarding Training course people will need to complete to comply with Methodist Policy.
* It is my intention to contact people, who need to attend safeguarding training, at the beginning of each Connexional year. As Church Safeguarding Officer I maintain a spreadsheet concerning all aspects of Safer Recruitment, which includes safeguarding training requirements. Therefore, I am able to alert people when training is needed.
* *Insert Date:* I have completed the Church Safeguarding Officers section of the annual Safeguarding Audit, requested by the District Safeguarding Officer. Included in this information, is the number of people who, in the coming Connexional year, will require training at the Foundation and Advanced Module level. The DSO will then pass on numbers regarding the Foundation module to the Circuit Safeguarding Officer, who is responsible for making sure enough training sessions are provided. The DSO is responsible for providing enough Advanced Safeguarding training session to meet the Districts needs.
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| **Attend training and meetings relating to the role** | Foundation module training: insert dateAdvanced module training: insert dateAdditional safeguarding training: insert title and date |
| **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.** | I have established a working partnership with the Lettings / Bookings Secretary. They have agreed to contact me each time a one-off booking is taken and they confirm that the hirer has signed to agree that they will follow our Church Safeguarding Policy.The Lettings / Booking Secretary also contacts me each time a Regular but part-time, non-exclusive booking is made. Again, the booking secretary confirms if the hirer agrees to use our church safeguarding policy. If the hirer has their own safeguarding policy I check to make sure it meets the high standard set by the Methodist Church. In order to do this, I use the Connexional Checklist provided in the Safeguarding Policies, Procedures and Guidance.If I have concerns that the hirers policy does not meet the required standard I will contact the circuit or district safeguarding officer for advice.In this Connexional year ??? (inset number) one off bookings have been made and ??? (inset number) of these have signed to say they will follow our Church Safeguarding Policy.In this Connexional year ???(inset number) Regular but part-time, non-exclusive booking have been made. ??? (inset number) have agreed to use the church Safeguarding Policy and ??? (inset number) have used their own policy. |
| **Check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.** | * *Insert the dates of the Church Council Meetings that have taken place this Connexional year and confirm that safeguarding has been an agenda item.*
* *My Annual report was shared with the Church Council on* ??.??.?? (insert date when it happens)
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| **Inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures.** | * *Insert Date:* Leaflets *(Guidelines for working with children, young people and vulnerable adults; Pastoral Visitor Guidance; Safeguarding and Pastoral Care)* outlining good practise and systems to everyone who works with children, young people and vulnerable adults,provided to group leaders to distribute to their team.
* Following the advice of the District Safeguarding Officer, we have adopted a bespoke Recruitment and Selection Policy, which reflects the nature of our church for the coming year. This policy explains how our church will abide by the Connexional 12 Steps to Safer Recruitment and who is responsible for the different actions within. The policy was adopted by the Church Council on ??/??/?? and will be treated as an appendix to the Church Safeguarding Policy. As such it will be updated annually.
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| **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.** | In this Connexional year I have reported ??? *(inset number)* of issue with compliance to the Circuit safeguarding officer and ??? (inset number) to the District Safeguarding Officer. |

**Signed:**

**Date:**