

Annual Church Safeguarding Return September 2021 – August 2022

The current model Church Safeguarding Policy clearly states that ‘ultimate responsibility for safeguarding within the church lies with the Church Council’. Whilst a church appoints a Safeguarding Officer to oversee safeguarding matters, the Church Council still needs to demonstrate that they know and understand how this work is progressing; where strengths and weakness are; and their role in supporting the Church Safeguarding Officer.

Therefore, this audit is to be completed by representatives of the Church Council; including the Church Safeguarding Officer, with support from others as appropriate. Please answer questions as honestly and comprehensively as possible. This audit needs to be an honest review of Safeguarding in the last 12 months. We all need to know where problems are so they can be rectified in the coming Connexional year. Please return this audit even if you can’t answer most of the questions. Support will be put in place where needed, without judgement or condemnation.

Information requested in compliance with Safeguarding Policy Procedures and Guidance 2021.

Personal contact details will only be used by the District Safeguarding Officer or the District Safeguarding Admin for communicating on matters relating to Safeguarding in the Sheffield District of the Methodist Church. If someone steps down from their office or changes contact details, please inform us so that the records can be amended.

There are 2 sections to this audit:

- A. Church Safer Recruitment information – to be completed by the Church Safeguarding Officer
- B. How well is Safeguarding embedded in your church? – to be completed by Church Council Representatives



Church Name:			
Church Safeguarding Officer:			
Representatives of the Church Council	1.	2.	3.

SECTION 2 – How well is safeguarding embedded in your church?

Question 1

Please evidence how the Church Safeguarding Officer has provided support and advice to the minister and the stewards to help them fulfil their roles with regards to safeguarding.

In regards to question 1 the Methodist church asks that the following actions are taken. Please answer Yes or No to the following statements:

Has the 'Pastoral Visitors Guidance' booklet has been shared with stewards?	Yes / No
Has the 'Safeguarding & Pastoral Care booklet' been shared with the Minister / Lay pastor etc?	Yes / No
Have the church premises been assessed to promote the safety of children and vulnerable adults?	Yes / No
Have checks been carried out to ensure drivers providing church-organised transport, and their vehicles, are suitable and insured?	Yes / No
Have activity / outreach group leaders been 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?	Yes / No

If you have answered 'No' to any of the above statements please explain how the Church Safeguarding Officer is helping Minister and the Stewards to fulfil their roles in regards to safeguarding.

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On a scale of 1 to 10 (1 being low/bad and 10 being high/good)	Score
How well do you feel your Church Safeguarding Officer is supporting the Minister and the Stewards?	

Question 2

Please confirm 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.

In regards to question 2 the Methodist church asks that the following actions are taken. Please answer Yes or No to the following statements:

Is your current Church Safeguarding Policy on public display?	Yes / No
When was the policy last updated?	Date:
Are the following two posters edited and on Public display?	Yes / No



If you have answered 'No' to any of the above statements please explain how you are displaying your church safeguarding policy: the names of current safeguarding officers: national helplines and other suitable information.

On a scale of 1 to 10 (1 being low/bad and 10 being high/good)

How well do you feel your Church is complying to the Methodist Churches commitment to promoting safeguarding information and local names, numbers, helplines etc.

Score

Question 3

Please will you confirm and give evidence to show that all safeguarding issues that are reported to the Church Safeguarding Officer, according to Methodist policy and procedure.

In regards to question 3 the Methodist church asks that the following actions are taken. Please answer Yes or No to the following statements:

Has your church created and adopted a bespoke document detailing how:	Yes / No
1. Your church intends to respond promptly and appropriately to every safeguarding concern or allegation. 2. Safeguarding concerns or allegations will be recorded 3. Records will be retained 4. Safeguarding documents will be stored 5. Information can and will be shared with other agencies	

If you have answered 'No' to the above statements please explain how you are, or would, record safeguarding issues and how this follows Methodist policy and procedure.

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On a scale of 1 to 10 (1 being low/bad and 10 being high/good)	Score
How well do you feel your Church understands and complies to the standards set by the Methodist Church in regards to the processes involved when a safeguarding issue needs to be recorded?	

Question 4**Please will you confirm and give evidence to show that appropriate routes are in place for reporting of concerns.*****In regards to question 4 the Methodist church asks that the following actions are taken. Please answer Yes or No to the following statements:***

Do you display District and Connexional flowcharts regarding the promotion of appropriate routes?	Yes / No
Do you have the tools to assess safeguarding concerns/risks in an emergency, if the Church Safeguarding Officer is not available?	Yes / No
Are you clear when the District Safeguarding Officer should be notified and do you have their contact details?	Yes / No
Do you know how many times, in this Connexional year, your safeguarding officer has promoted appropriate routes to people with a concern?	Yes / No

If you have answered 'No' to the above statements please explain how you would promote appropriate routes for reporting concerns

On a scale of 1 to 10 (1 being low/bad and 10 being high/good)	Score
How confident do you feel that Church council members know how and when to share safeguarding concerns both within and outside of your church.	

Question 5

**How does the Church Safeguarding Officer identify and inform those who are required to attend safeguarding training?
How does the Church Safeguarding Officer work with the circuit safeguarding officer and DSO to arrange training?**

In regards to question 5 the Methodist church asks that the following actions are taken. Please answer Yes or No to the following statements:

Does your church have, or is working towards having, volunteer role outlines, for everyone with a role in your church?	Yes / No
Do the above role outlines state which CSS safeguarding training would be appropriate?	Yes / No
Does your Church Safeguarding Officer contact people needing to train or to refresh their training, to promote attendance at Safeguarding Training sessions?	Yes / No
Does your Church Safeguarding Officer share training needs with the Circuit Safeguarding Officer as required?	Yes / No

If you have answered 'No' to the above statements, please explain how people with a role in your church know which safeguarding training course they should attend? How does the circuit know your training needs?

On a scale of 1 to 10 (1 being low/bad and 10 being high/good)	Score
How confident do you feel that people in your church, who need to attend safeguarding training, are doing so in line with Methodist expectations?	

Question 6**Please list the safeguarding training that the church safeguarding officer has attended.*****In regards to question 6, the Methodist church asks that the following actions are taken. Please answer Yes or No to the following statements:***

Has your Church Safeguarding Officer ever attended CSS Foundation module training?	Yes / No	Date if known
Has your Church Safeguarding Officer ever attended CSS Foundation module training?	Yes / No	Date if known
Please name other safeguarding training your safeguarding officer has attended this Connexional Year:		

If you have answered 'No' to any of the above statements please explain how Church Council members have confidence in your safeguarding officer's knowledge and abilities.

On a scale of 1 to 10 (1 being low/bad and 10 being high/good)	Score
How confident are you that your safeguarding officer has the knowledge needed for the role?	

Question 7

How does the Church Safeguarding Officer work in partnership with the lettings officer, stewards and user groups to promote good safeguarding practice on church premises?

In regards to question 7 the Methodist church asks that the following actions are taken. Please answer Yes or No to the following statements:

Does the Church Safeguarding Officer and the Letting/Booking sec work together to promote good safeguarding practise to people hiring rooms in your building?	Yes / No
Does the safeguarding officer provide the Booking Officer with the updated church safeguarding policy, each time it is renewed?	Yes / No
Is the safeguarding officer confident that the correct forms are being used? (Produced and published by TMPC)	Yes / No
If a letting wishes to use their own safeguarding policy does the safeguarding officer check to make sure it meets the same high standard as the Methodist Churches policy?	Yes / No

If you have answered 'No' to any of the above statements, please explain how the Church Council satisfies themselves that good safeguarding practise on church premises is promoted.

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On a scale of 1 to 10 (1 being low/bad and 10 being high/good)	Score
How confident do you feel that effective partnerships have been established between the lettings officer, stewards and user groups to promote good safeguarding practise on church premises.	

Question 8

Please confirm and provide evidence that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.

In regards to question 7 the Methodist church asks that the following actions are taken. Please answer Yes or No to the following statements:

Please list the dates of your Church Council Meeting in this Connexional year and indicate if safeguarding was discussed:

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-
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Has your safeguarding officer provided the Church Council with an annual report?

Yes / No

If you have answered 'No' to any of the above statements, please explain how the Church Council keeps up to date with safeguarding issues. How do Council members know when local, national or Connexional updates have been made?

On a scale of 1 to 10 (1 being low/bad and 10 being high/good)

Score

How confident do you, as a church council, feel that safeguarding is given enough attention and due diligence – and that you are meeting legal and Connexional expectations?

Question 9

How does your church inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures?

In regards to question 9 the Methodist church asks that the following actions are taken. Please answer Yes or No to the following statements:

Have the following leaflets been given to group leaders to distribute to their teams:	
1. Guidelines for working with children, young people and vulnerable adults	Yes / No
2. Pastoral Visitors Guidance	Yes / No
3. Safeguarding & Pastoral Care	Yes / No
Has your church created and adopted a bespoke Recruitment and Selection Policy, which explains how your church will abide by the Connexional <i>12 Steps to Safer Recruitment</i> and who is responsible for the different actions within?	Yes / No

If you have answered 'No' to any of the above statements, please explain how the Church Council informs all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures.

<i>On a scale of 1 to 10 (1 being low/bad and 10 being high/good)</i>	Score
How confident do you feel, as a Church Council, that Safer Recruitment procedures are being consistently followed?	

Question 10

Has your Church had to advise the Circuit Safeguarding Officer or the District Safeguarding Officer of any issues with compliance with safeguarding training; policy or Safer Recruitment requirements?

In regards to question 10 the Methodist church asks that the following actions are taken. Please answer Yes or No to the following statements:

Has your church reported any issues of compliance, in regards to training , to the Circuit or District Safeguarding Officer?	Yes / No
Has your church reported any issues of compliance, in regards to Safer Recruitment , to the Circuit or District Safeguarding Officer?	Yes / No
Has your church reported any issues of compliance, in regards to Policy , to the Circuit or District Safeguarding Officer?	Yes / No

<i>On a scale of 1 to 10 (1 being low/bad and 10 being high/good)</i>	Score
How confident do you, as a Church Council, feel in identifying and reporting any compliance issues?	

The above information will be used by the District Safeguarding Officer to help to offer support in areas where it might be beneficial.

Date completed:	Completed by:
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Please update and return to District Safeguarding Officer (safeguarding@sheffieldmethodist.org) by 31st July 2022