**Church Safeguarding Review for Connexional Year 2023/24**

**Introduction**

The District Safeguarding Officer and the Sheffield District Safeguarding Group now have a set of 13 Standards, against which they are externally inspected. Most of the Standard concern the work undertaken by the District Safeguarding Officer in relation to certain expectations outlined in the District Safeguarding Policy.

Standard 5 requires that ‘*Good practice in the Safeguarding of children, young people and vulnerable adults across the District is consistently promoted. All necessary information is disseminated at a local level to support this work*’. To meet this standard, one criteria states that ‘*A programme of audits or other means of assessment is instituted to establish compliance, good practice and issues that require attention’*.

As a result, each summer, we ask churches to provide us with basic safeguarding information relating to their particular church. We then collate the information provided to demonstrate that compliance is established, and good practise is evident. If issues are identified, then help and support is provided in a variety of ways.

The annual review is also helpful for individual churches. In the model church safeguarding policy, church council members agree that the ‘*promotion of safeguarding is recognised to include undertaking those tasks which enable all God’s people to reach their full potential’*. As the group with legal responsibility for safeguarding, council members are required to ‘*actively consider the extent to which it is succeeding in this area*’. Completing this review demonstrates that council members have done what is required of them, and therefore can demonstrate that they do take their legal responsibilities seriously.

Please be assured that this review is not find fault or to undermine the work of the church safeguarding officer or members of your church council. Please don’t worry if your review highlights a number of areas for development. Systems are in place to make sure you receive all the help required.

Please will 3 members of the church council plus the Church Safeguarding Officer complete this form together, then use the information collated to fill in the online form (<https://forms.gle/js2mEdGL5YdofCHHA>).

The deadline for completion is **31 July.** This will allow time for the results to be collated in preparation of feedback meetings in the new Connexional year.

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**Section A: Basic Information**

**Name of your Church:**

**Name of your Circuit:**

**Number of Church Members / Adherents:**

**Number of Church Council Members:**

**Date Your Church Safeguarding Policy was last approved:**

**Do you use the Model Safeguarding Policy, created by the Connexional Safeguarding Team?**

*If* ***no****, please will you send a copy to your Circuit Safeguarding Officer who is required to share your policy with the Circuit Leadership Team.*

**Do you have a Church website (separate to the Circuit website) YES / NO**

**If yes, please provide a name:**

**If you do have a website, does it contain safeguarding contact information? YES / NO**

**Do you have a Facebook Page? YES / NO**

**If yes, please provide a name:**

**If you do have a Facebook page, does it contain safeguarding contact information? YES / NO**

**Details of those completing this form:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Contact email address (or postal address).** | **Do you receive the weekly District Newsletter? ✓ or X** |
|  | Church Safeguarding Officer |  |  |
|  | Church Council Member |  |  |
|  | Church Council Member |  |  |
|  | Church Council Member |  |  |

**Section B: Church Safeguarding Officer**

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| --- | --- | --- |
| **Question** | **Answer (Yes / No)** | **Please tick if further help is needed \*** |
| Have you completed the CSS Foundation Module? | If yes, please indicate which Connexional year your training took place: | \* |
| Have you completed the CSS Advanced Module? | If yes, please indicate which Connexional year your training took place: | \* |
| Are you attending additional safeguarding training, relevant to the people in your church? |  | \* |
| Do you have an enhanced DBS check, completed in the last 5 years? |  | \* |
| Are you able to check that safeguarding is an agenda item at every Church Council meeting? |  | \*\* |
| Do you feel supported by members of the Church Council? |  | \*\* |

\* Your request for help will be shared with the Circuit Safeguarding Officer.

\*\* The District Safeguarding Officer will follow up with your Church Council members involved in completing this form.

**Section C: Safer Recruitment**

Have all individuals, both paid staff and volunteers, with roles that bring them into contact with children or vulnerable adults:

|  |  |  |
| --- | --- | --- |
| **Question** | **Answer (Yes, No)** | **Please tick if further help is needed \*** |
| Completed Safeguarding training at foundation or advanced levels, appropriate to their role in compliance with Methodist Policy? |  |  |
| Been given a Role Description? |  |  |
| Completed a Confidential Declaration form or the new Volunteer Application Form? |  |  |
| Got an DBS which was issued in the last 5 years? |  |  |
| Completed form A: Part 1 & 2 or the new Volunteer Application Form? |  |  |

|  |  |  |
| --- | --- | --- |
| **Question** | **Answer (Yes, No)** | **Please tick if further help is needed \*** |
| Have Church Council members who are not mandated to receive training are encouraged to attend training for the Foundation Module of Creating Safe Space. |  |  |

|  |  |
| --- | --- |
| How many Church Council Members have completed the Foundation Module? |  |

**How many people, in the next Connexional year, require the following training?**

|  |  |
| --- | --- |
| **Course** | **Number requiring training** |
| *Creating Safer Spaces* – FOUNDATION module | \* |
| *Creating Safer Spaces* – ADVANCED module | \*\* |

\* This number will be passed onto the Circuit Safeguarding Officer who is tasked with overseeing the role out of training for your circuit.

\*\* This information will be used by the District Safeguarding Officer who provides this level of training

|  |  |
| --- | --- |
| **Do you find it easy to access Foundation Module Training?** | Yes / No Please delete as appropriate |
| **Do you find it easy to access Advanced Module Training?** | Yes / No Please delete as appropriate |
| **Would you like more information about training members of your church to provide the Foundation module to your members?** | Yes / No Please delete as appropriate |

**Section D: General Safeguarding Information**

The following is a list of actions taken from the Sheffield District produced *Church Safeguarding Officers Handbook.* The tasks were also discussed in the *How to Support Your Church Safeguarding Officer* series.

All the tasks were created to ensure your church is fully complying with the actions outlined in the model Church Safeguarding Policy. The tasks will save your Church Safeguarding Officer time, and remove any worry they or Church Council members may have, when deciding if your church is complying with Methodist expectations, as described in the current version of the Safeguarding Policies, Procedures and Guidance.

Alongside each task is a reference to the Chapter in the Church Safeguarding Officers handbook, where the tasks are explained in detail.

Alongside each task please indicate your progress, you have 6 options:

1. Please tick YES if the task has been completed
2. Please tick NO if the task has not been completed or no action has been taken
3. Please tick IN PROGRESS, if you have started to proceed with the task but more time/ though is needed. (Some of the tasks will need time to complete).
4. Please tick NEED FURTHER HELP if you have read the corresponding chapter in the handbook but need more information to proceed. Help will be provided by the District or Circuit depending on the issue. Please remember, there are people available to offer help and support – you are not alone.
5. Please tick OTHER ACTION TAKEN, if you have addressed the issue in some other way. The District or Circuit Safeguarding Officer may contact you for further information depending on the impact of the tasks on others.
6. Please tick Not Applicable if no action is needed (not applicable in this instance)

| **Church Safeguarding Officers Handbook** | **Task** | **Yes** | **No** | **In progress** | **Need further help**  | **Other action taken** | **Not applicable** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Year 1: Help your church to amend and adopt the District created Safeguarding Recording Policy, Procedures & Guidance document.All subsequent years: Using the updated version of the District created Safeguarding Recording Policy, Procedures & Guidance document, amend, if required and adopt. |  |  |  |  |  |  |
| Print off and display the latest version of the Responding Well Flow Chart. |  |  |  |  |  |  |
|  | Give the current version of the Pastoral Visitors Guidance to the Pastoral Visitors Secretary, and ask that they give each Pastoral Visitor a copy. |  |  |  |  |  |  |
| Give the current version of the Pastoral Visitors Guidance to the Senior Steward, and ask that they give each Steward a copy. |  |  |  |  |  |  |
| Give the current version of the Safeguarding & Pastoral Care booklet to the Pastoral Visitors Secretary |  |  |  |  |  |  |
| Give the current version of the Safeguarding & Pastoral Care booklet to the Minister or Lay Pastor |  |  |  |  |  |  |
| Working with the property Steward or their representative, complete the Safeguarding Health & Safety Assessment form |  |  |  |  |  |  |
| Give a copy of the code of Conduct to all leaders of groups aimed at Children and young people. |  |  |  |  |  |  |
|  | First time:Give group leaders, working with Children, Young people or Vulnerable Adults the Risk Assessment leaflet and that they complete an Activity Risk Assessment for their activity. |  |  |  |  |  |  |
| All subsequent years: Give group leaders, working with Children, Young people or Vulnerable Adults the Risk Assessment leaflet and that they update last year’s Risk Assessment if needed. |  |  |  |  |  |  |
|  | First year: Work with your Church Council to amend and adopt the District created 10 Steps to Safer Recruitment policy.  |  |  |  |  |  |  |
| Subsequent Years: Amend, if needed the local church policy and adopt at a Church Council meeting |  |  |  |  |  |  |
| First Year: Create a record of all the safeguarding information relating to Safer Recruitment. |  |  |  |  |  |  |
| Subsequent years: Update the Safer Recruitment record, as and when required. |  |  |  |  |  |  |
|  | Inform people who, either need to complete the Foundation Module Training or need to refresh after 4 years, that they need to do this sometime in the Connexional year. |  |  |  |  |  |  |
|  | Provide the Lettings/Room Booking organiser with the updated Church Safeguarding Policy, after it has been adopted by the Church Council. |  |  |  |  |  |  |
| Check that the Lettings/Room Booking organiser is using the Booking Form and the License provided on the TMPC website. |  |  |  |  |  |  |
| Complete a checklist for any letting who wished to use their own Safeguarding Policy. |  |  |  |  |  |  |
|  | Place an up-to-date copy of your Church Safeguarding Policy on the Safeguarding Noticeboard. |  |  |  |  |  |  |
| Place the two Connexional safeguarding posters on the Church Noticeboard. |  |  |  |  |  |  |
|  | Inform the Circuit or District Safeguarding officers if you have any issues with compliance. |  |  |  |  |  |  |