

Church Safeguarding Officers Handbook – Quick reference

Cpt	Title	CSO Tasks	Resources C = Connexional website D = District Website
1	Safeguarding Officer Basics	<ul style="list-style-type: none"> • Attend Training and meetings relating to the role • Check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually. • 	
2	Recording & Reporting Concerns	<ul style="list-style-type: none"> • Record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and procedure. • Promote appropriate routes for reporting concerns. 	<p>Recording Policy, Procedures & Guidance – D</p> <p>Church Safeguarding Concerns Form – D</p> <p>Case Notes Form – D</p> <p>Responding Well Flow Chart – D</p>
3	Providing Support: Health & Safety	<ul style="list-style-type: none"> • Provide support and advice to the minister and the stewards in fulfilling their roles with regards to safeguarding: <ul style="list-style-type: none"> - Those who act on behalf of the Church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written record will be made and kept noting date, time and place of visit. - The church premises will be assessed by the church safeguarding officer with the property steward and/or their representatives at least annually for safety for children and vulnerable adults and a written risk assessment report will be given annually to the Church Council. This will include fire safety procedures. The Church Council will consider the extent to which the premises and equipment are suitable or should be made more suitable. - Any church-organised transport of children or vulnerable adults will be checked to ensure that the vehicle is suitable and insured and that the driver and escort (where required) are appropriate. (See 6.10.7.1 of the Safeguarding Policies, Procedures and Guidance for the Methodist Church). A record to be kept in the church file for each driver/car. - Activity risk assessments will be undertaken before any activity takes place to minimise the risk of harm to those involved. Approval will be obtained from the event leader/minister. A written record of the assessment will be retained securely. - Promotion of safeguarding is recognised to include undertaking those tasks which enable all God’s people to reach their full potential. The Church Council will actively consider the extent to which it is succeeding in this area. 	<p>Pastoral Visitors Guidance - D</p> <p>Safeguarding and Pastoral Care Booklet - D</p> <p>Safeguarding health and Safety Assessment Form – D</p> <p>Providing Church-Organised Transport Form – D</p> <p>Code of Conduct of people working with Children & Young People - D</p> <p>Risk Assessments for Church Led Activities -D</p>

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4	Providing Support: Safer Recruitment	<ul style="list-style-type: none"> Inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures. 	Church Safer recruitment Policy – D Volunteer Role Outline template – D Lone Worker policy for Volunteers – D Church Safeguarding Officers Guide to the Local Recruitment & Selection Policy – D Safer Recruitment Spreadsheet - D
5	Safeguarding Training	<ul style="list-style-type: none"> Identify and inform those who are required to attend safeguarding training and maintain records of attendance. Work with the circuit and District Safeguarding officers to arrange training. 	
6	Safeguarding Practice on Church Premises	<ul style="list-style-type: none"> Work in partnership with others including stewards and user groups to promote good safeguarding practice on church premises. This may 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. 	TMPC Booking Form, for one off bookings TMPC Licence, for regular but part time, non-exclusive bookings. External Users of Premises Checklist – D
7	Promoting Safeguarding	<ul style="list-style-type: none"> Ensure that a suitable, signed church safeguarding policy is available at all times in the church, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually. 	Noticeboard Poster – C Links to poster - D
8	Issues with Compliance	<ul style="list-style-type: none"> Advise the Circuit Safeguarding officer and / or the District Safeguarding Officer of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to an requests from them about audit of safeguarding activity. 	

Appendix:

1. Navigate around the Connexional Website
2. Navigate around the District Website
3. Model Church Safeguarding Policy – broken down into chapters
4. Annual Report ideas
5. Checklist of Annual Tasks
6. Church SO's Guide to the local recruitment and selection policy
7. Safer Recruitment Spreadsheet