**Circuit Safeguarding Review**

**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 Circuits to provide us with basic safeguarding information relating to work carried out in the current Connexional year. We then collate the information provided to demonstrate that compliance is established, and good practice 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 Circuits. In the model Circuit Safeguarding Policy, Circuit Leadership members agree that the ‘*promotion of safeguarding is recognised to include undertaking those tasks which enable all God’s people to reach their full potentia*l’. As the group with legal responsibility for safeguarding, Circuit Leadership Team members are required to ‘*actively consider the extent to which it is succeeding in this area*’. Completing this review demonstrates that Leadership Team 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 circuit safeguarding officer or members of your circuit leadership team. 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.

The Circuit review consists of 3 parts. The following pages have all three sections for reference to use when completing the online version.

**Section 1 should be completed by a Circuit Steward.** This should take no more than 5 minutes to complete <https://forms.gle/ajS4TQAXnxJPJGyG7>

**Section 2 should be completed by the Circuit Superintendent.** This should take no more than 5 minutes to complete   
<https://forms.gle/T31ztwj1GSvm1Drq8>

**Section 3 should be completed by the Circuit Safeguarding Officer.** This should take no more than 15 minutes to complete:   
<https://forms.gle/qFwBg4jMe8MgBgn48>

If you have a team approach to circuit safeguarding, please will you ensure all members have opportunity to contribute.

The closing date for returning the form (completing online) is 31 July. Forms will not be accepted after this date. 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 1 – Circuit Stewards**

**Basic Information**

**Name:**

**Email:**

**Circuit**

**Do you receive the weekly District Newsletter? Yes / No**

*The District Safeguarding Officer uses the weekly District Newsletter to update people with any news or developments regarding safeguarding.  It is therefore important the people on the Circuit Leadership Team have access to this information.  You can register to receive the weekly email by*[*clicking here*](https://www.sheffieldmethodist.org/contact/forms/subscribe-to-our-newsletters.html)*:*

**Does your Circuit Website contain safeguarding contact information? Yes / No**

**Do you have a Circuit Facebook Page? Yes / No / Not Sure**

**If Yes , does it contain safeguarding contact information? Yes / No / Not Sure**

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

**Does your Circuit use the Model Safeguarding Policy, created by the Connexional Safeguarding Team? Yes / No**

*If* ***no****, please will you send a copy to the District Safeguarding Officer as stated in the Model Circuit Safeguarding Policy*

**Is the Circuit Meeting able to monitor that all churches in the circuit has a current Safeguarding Policy, which is reviewed annually? Yes / No**

**Please use this information to complete the online form:** [**https://forms.gle/ajS4TQAXnxJPJGyG7**](https://forms.gle/ajS4TQAXnxJPJGyG7)

**Thank you!**

**Section 2 – Circuit Superintendent**

**Basic Information**

**Name:**

**Email:**

**Circuit**

**Do you receive the weekly District Newsletter? Yes / No**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **In this Connexional year:**  *You can tick more than one option* | **Yes** | **No** | **Delegated to someone else** | **Support needed** |
| Have you been able to ensure that all churches have appropriate and up to date safeguarding policies in place? |  |  |  |  |
| Have you been able to support those in pastoral charge in exercising responsibility for the implementation of safeguarding policy and practice. |  |  |  |  |
| Have you been able to ensure the provision of pastoral support for those involved in issues of abuse and in the management of those who present a safeguarding risk? |  |  |  |  |
| Have you been able to ensure that training opportunities are in place for all workers with children, vulnerable adults, for staff of the circuit and for members of the local churches in the circuit, in accordance with Appendix III of the Methodist Church Safeguarding Policy, Procedures and Guidance? |  |  |  |  |
| Have you been able to ensure that the Circuit Meeting appoints a circuit safeguarding officer/s and that the details of each person are passed to the district office? |  |  |  |  |
| Have you been able to support the circuit safeguarding officer in their work, providing access to resources to enable them to fulfil their functions. |  |  |  |  |

**Please use this information to complete the online form:** [**https://forms.gle/T31ztwj1GSvm1Drq8**](https://forms.gle/T31ztwj1GSvm1Drq8)

**Thank you!**

**Section 3 – Circuit Safeguarding Officer**

**Basic Information**

**Name:**

**Email:**

**Circuit**

**Do you receive the weekly District Newsletter? Yes / No**

*The District Safeguarding Officer uses the weekly District Newsletter to update people with any news or developments regarding safeguarding.  It is therefore important the people on the Circuit Leadership Team have access to this information.  You can register to receive the weekly email by*[*clicking here*](https://www.sheffieldmethodist.org/contact/forms/subscribe-to-our-newsletters.html)*:*

**How many people, with a CRCUIT role,   
require CSS Foundation Module training in the next Connexional year?**

**How many people, with a CIRCUIT role,   
require CSS Advanced Module training in the next Connexional year?**

| **The following questions all relate to the tasks assigned to the Circuit Safeguarding Officer in the model Circuit Safeguarding Policy** | ***Yes*** | ***No*** | ***In progress*** | ***Need further support*** |
| --- | --- | --- | --- | --- |
| Do you feel encouraged to offer support and advice to the circuit superintendent and the circuit stewards regarding safeguarding matters when needed? |  |  |  |  |
| With the support of the circuit superintendent, are you able to promptly record and report any safeguarding concerns which you are made aware off? *This will include appropriate referral to statutory agencies and DSOs, as required by Methodist Church Safeguarding Policy, Procedures and Guidance.* |  |  |  |  |
| Are there appropriate arrangements in place for the secure storage, retention and appropriate sharing of safeguarding information held by the circuit. |  |  |  |  |
| Are you able to promote the safety and well-being of all children and vulnerable adults within the circuit. |  |  |  |  |
| Are you able to present a report to each circuit meeting about safeguarding events (noting the need for confidentiality regarding specific cases) |  |  |  |  |
| Are you in a position to remind relevant parties (where necessary) that safeguarding should be a standing item on the Circuit Meeting agenda? |  |  |  |  |
| Are you able to review church risk assessments and training schedules for each church in the circuit and sharing with the circuit meeting annually? |  |  |  |  |
| Are you able to attend circuit staff meeting as necessary to discuss concerns brought to their attention? |  |  |  |  |
| Are you able to liaise with individual church safeguarding officers to offer guidance and check they are complying with Methodist Church Safeguarding Policies, Procedures and Guidance. *(This should include at least one annual meeting)?* |  |  |  |  |
| Are you in a position to work with the superintendent minister, ministers and the DSO regarding safeguarding concerns. |  |  |  |  |
| Have you been able to attend and actively participate in safeguarding training, district safeguarding events and meetings, in this Connexional year? |  |  |  |  |
| Have you worked with any local ecumenical partners and their safeguarding representatives in this Connexional year? *Answer No if not applicable)* |  |  |  |  |
| Are you able to review safeguarding policies for each church in the circuit prior to presentation to the Circuit Meeting? |  |  |  |  |
| In this Connexional year, have you supported the circuit superintendent with the annual review of the circuit safeguarding policy and sent a copy to the DSO? |  |  |  |  |
| Do you maintaining of a record of all people within the circuit who have received Foundation Module training, together with dates of attendance*? If no, does someone else in the circuit maintain these records? Please provide their name and email address.* |  |  |  |  |
| Are you able to ensure that training is offered to those working with children and vulnerable adults, holding an office of responsibility, or are in other applicable roles as defined in the Methodist Church Safeguarding Policy, Procedures and Guidance? |  |  |  |  |
| Are you able to oversee the timely delivery of appropriate training, in liaison with the Church Safeguarding Officers and accredited Circuit Trainers? |  |  |  |  |
| Are you able to advise all churches in the circuit of the requirement to adopt a safer recruitment policy and to carry out required procedures when appointing staff or volunteers? |  |  |  |  |
| Are you registered with DDL in order to carry out DBS verification on behalf of the circuit? |  |  |  |  |
| Do you retain a record of names of those at circuit level who have DBS checks? If no, does someone else in the circuit maintain these records? Please provide their name and email address. |  |  |  |  |
| Are you able to provide reminders to church safeguarding officers about the need to apply or reapply for checks in accordance with the Methodist Church policy (for updates, the period is currently every five years)? If no, does someone else in the circuit provide reminders? Please provide their name and email address. |  |  |  |  |
| Do you maintain a directory of useful names and contact details, to help you in your role? |  |  |  |  |

**Please use this information to complete the online form:** [**https://forms.gle/qFwBg4jMe8MgBgn48**](https://forms.gle/qFwBg4jMe8MgBgn48)

**Thank you!**