Model - Church safeguarding officer role description

**Role of church safeguarding officer**

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| **Main tasks**The following tasks will form a core part of the church safeguarding officer’s role:* + - * provision of support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding
			* ensuring 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.
			* recording of all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and procedures
			* promotion of appropriate routes for reporting of concerns
			* identify those who are required to attend safeguarding training and maintain records of attendance. Work with the circuit safeguarding officer and DSO to arrange training
			* attend training and meetings relating to the role
			* work in partnership with the lettings officer, stewards and user groups to promote good safeguarding practice on church premises. This will include confirming in writing that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own.
			* check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.
			* inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures
			* 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.
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**Person specification**

* + - * Some knowledge and experience of working with children, young people or vulnerable adults would be helpful.
			* A basic understanding of safeguarding issues and a willingness to attend any necessary training.
			* Good communication and administrative skills.

**Accountability**

The church safeguarding officer will be responsible to the Church Council, through the minister.

**DBS check**

Due to the nature of the post, the post holder will be required to complete a DBS application, to be reviewed on a five-yearly basis.

**Approved**

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Methodist Church

Date ……………......................................