

# Appendix VI

## Church safeguarding officer job description

### Methodist District

#### Role of church safeguarding officer

To assist the minister and Church Council in ensuring that the church has an appropriate safeguarding policy, which is implemented and reviewed annually. Also, to act as a point of reference for advice on safeguarding issues.

#### Main tasks

- To help the minister to draw up a local church policy and keep it under review.
- To offer support and guidance to the minister and Church Council about safeguarding matters, offering advice or making referrals.
- With the lettings officer ensure that all hirers are aware of and comply with the local church safeguarding policy – or if groups have their own policies, that this is noted on the agreement.
- To make sure that safeguarding is an item on all Church Council agendas.
- To advise church groups on safe recruitment practice and with the minister keep records of application forms, DBS checks and references.
- With the minister and local leads for Junior Church, youth work and pastoral care, identify who needs to complete Foundation Module and Refresher training and let the circuit safeguarding officer know for planning purposes.
- To keep a local church attendance record of those who have completed the training.
- To make sure that a copy of the church safeguarding policy is prominently displayed around the church and that there is a good supply of other publicity material about safeguarding available for church noticeboards and other suitable locations (this information can be obtained from the NSPCC, Action for Children or the local authority, for example).
- To act as a link between the local church, the circuit safeguarding officer and the DSO.
- If the church is an LEP, ask the minister to ensure that there is a recorded local agreement about which denomination's safeguarding policies and procedures are to be followed.

#### 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

#### Methodist Church

Date .....