

Example Role Outline

These role outlines are **examples only** and need to be adapted to each local situation.

NOTE – as an example role is adapted for each local situation you will need to reassess the DBS and training requirements remain the same.

Role	Responsible to	Duties	DBS	Workforce	Training	Forms Required
<i>Church Safeguarding Officer</i>	<i>Church Council</i>	<ul style="list-style-type: none"> - <i>To provide support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding</i> - <i>Ensure 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.</i> - <i>Record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and procedures</i> - <i>Promote appropriate routes for reporting of concerns</i> - <i>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</i> 	<i>Enhanced DBS check.</i>	<i>Adult and child</i>	<i>Foundation & Advanced Module</i>	<p><i>Volunteer Application Form</i> www.methodist.org.uk/safeguarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p>

		<ul style="list-style-type: none"> - <i>Attend training and meetings relating to the role</i> - <i>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.</i> - <i>Check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.</i> - <i>Inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures</i> - <i>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.</i> 				
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