

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>Circuit Safeguarding Officer</i>	<i>Circuit Meeting</i>	<ul style="list-style-type: none"> - <i>To promote the safety and well-being of all children and vulnerable adults within the circuit</i> - <i>To be the point of reference for individual church safeguarding officers throughout the circuit, to guide and advise them upon Methodist Church safeguarding policy requirements</i> - <i>To ensure timely delivery of appropriate training for all in need of it across the circuit</i> - <i>To act on behalf of and as consultant to the superintendent with regard to reports required by the district or Connexion</i> - <i>To act as a verifier where circuit roles require DBS checks to be undertaken or updated</i> - <i>To be a member of and actively participate in district safeguarding liaison meetings as called by the DSO</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/safe-guarding/safer-recruitment/safer-recruitment-forms/volunteer-application-form/</p>

		<p><i>To work closely with the DSO on all safeguarding matters.</i></p> <p><i>Administrative responsibilities:</i></p> <ul style="list-style-type: none"> - <i>draft, maintain and ensure application of the circuit safeguarding policy</i> - <i>for any volunteer appointed to a circuit role, the individual concerned has to agree to be approved for the post by the circuit safeguarding officer before they take up the role, including ensuring relevant checks by the Disclosure and Barring Service (DBS) and the control, distribution, receipt, and recording of self-disclosure forms.</i> - <i>maintain comprehensive records and information on behalf of the superintendent and district as set out in policy documents and guidelines.</i> <p><i>The key tasks of the role are as follows:</i></p> <ul style="list-style-type: none"> - <i>Support and advice to the circuit superintendent and the circuit stewards regarding safeguarding matters.</i> - <i>With the support of the circuit superintendent, prompt recording and reporting of any safeguarding concerns of which they are made aware. This will include appropriate referral to statutory agencies and DSOs, as required by</i> 				
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		<p><i>Methodist Church Safeguarding Policy, Procedures and Guidance.</i></p> <ul style="list-style-type: none"> - <i>Making appropriate arrangements for the secure storage, retention and appropriate sharing of safeguarding information held by the circuit.</i> - <i>Promoting the safety and well-being of all children and vulnerable adults within the circuit.</i> - <i>Presenting a report to each circuit meeting about safeguarding events (noting the need for confidentiality regarding specific cases) and reminding relevant parties (where necessary) that safeguarding should be a standing item on the Circuit Meeting agenda</i> - <i>Receipt of church risk assessments, policy and training schedules for sharing with the circuit meeting annually.</i> - <i>Attending the circuit staff meeting as necessary to discuss concerns brought to their attention.</i> - <i>Liaising 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.</i> 				
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		<ul style="list-style-type: none"> - Working with the superintendent minister, ministers and the DSO regarding safeguarding concerns. - Attending and active participation at safeguarding training, district safeguarding events and meetings. - Working with local ecumenical partners and their safeguarding representatives. - Reviewing safeguarding policies for each church in the circuit prior to presentation to the Circuit Meeting. - Supporting the circuit superintendent with the annual review of the circuit safeguarding policy and sending a copy to the DSO. - Maintaining a record of all people within the circuit who have received Foundation Module and Foundation Refresher (prior to 2020) training together with dates of attendance - Ensuring 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 Appendix III of the Methodist Church Safeguarding Policy, Procedures and Guidance. - Overseeing timely delivery of appropriate training, in liaison with the Church 				
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		<p><i>Safeguarding Officers and accredited Circuit Trainers.</i></p> <ul style="list-style-type: none"> - <i>Advising 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.</i> - <i>DBS verification on behalf of the circuit.</i> - <i>Retaining records of names of those at circuit level who have DBS checks.</i> - <i>Providing 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).</i> - <i>Assisting the DSO with setting up Monitoring and Support Groups for those subject to safeguarding contracts and reminding the chairs of groups when reviews are due.</i> - <i>Maintaining a directory of useful names and contact details.</i> 				
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