

## Role Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

## Role: Local Safeguarding Officer

**Group: 2      Workforce (Child/Adult): Adult & Child**

### Volunteer Role Outline

<b>Role information:</b>	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.
<b>Location:</b>	Local Church
<b>Responsible to:</b>	The church safeguarding officer will be responsible to the Church Council, through the local Minister.
<b>Eligibility:</b>	Confirmed member of The Methodist Church
<b>Commitment:</b>	Attendance at Church meetings. Attention to safeguarding issues as and when they arise.

### Key volunteer activities

- 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/Sunday School, 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 training records.
- 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
- To act as a link between the local church, the circuit safeguarding officer and the DSO.

## Personal Skills

- 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.

## Boundaries

- The Local Safeguarding Officer is not required to investigate or act alone on safeguarding concerns
- To remain neutral at all times

## Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms and will need a satisfactory criminal record clearance certificate (DBS). Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church.

## Training and support provided

- Volunteers are supported before, during and after the sessions by the Junior Church Supervisor
- Volunteers are required to attend safeguarding training; Creating Safer Space- Foundation and Advanced Module renewable every four years. EDI training will be required.
- Out of office expenses can be applied for.

## Appointment Period

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed..... Date.....  
(Church Council)

I have seen and accept the responsibilities of this role

Signed..... Date.....  
(Applicant)

NAME: .....

CONTACT DETAILS: .....