**Annual Safeguarding Audit – Church**

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| **Church** |  |
| **Circuit** |  |
| **Name of Church Safeguarding Officer (SGO)** |  |
| **Email** |  |
| **Telephone Number** |  |

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|  | **Yes** | **No** | **Further Comment** |
| **Church Safeguarding Policy** | | | |
| Date the Church Safeguarding Policy was last approved by Church Council |  | | |
| Are you assured that the Policy is consistent with *Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain 2019*? |  |  |  |
| Are the Safeguarding Principles and Contact details displayed prominently in the Church premises? |  |  |  |
| Is there a dedicated Safeguarding Noticeboard? |  |  |  |
| Does the Church SGO review all the church risk assessments, training and DBS data and report this annually to the Church Council? |  |  |  |
| Are all External User Groups of Premises directed to the church Safeguarding Policy and the key points[[1]](#footnote-1)? |  |  |  |
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| **Safer Recruitment** | | | |
| Have all volunteers recruited to Church roles been recruited safely[[2]](#footnote-2)? |  |  |  |
| Have all those who work with Children, Young People and Vulnerable Adults received the appropriate guidance documents[[3]](#footnote-3)? |  |  |  |
| Have all workers completed the required Safeguarding forms[[4]](#footnote-4)? |  |  |  |
| Do all Church staff have an up to date DBS at the required level? |  |  |  |
| Are all Church staff up to date with Safeguarding Training at the required level? |  |  |  |
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| **Meetings** | | | |
| Is safeguarding a standing agenda item at each Church Council? |  |  |  |
| Is a safeguarding report presented at least annually to the Church Council and to the Circuit SGO for the Circuit Meeting? |  |  |  |
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| **Recording, including Safeguarding Concerns** | | | |
| Is there is a process/template for recording safeguarding concerns within the church? |  |  |  |
| Are all safeguarding records stored securely within the church? |  |  |  |
| Are forms completed for each group involving children and young people[[5]](#footnote-5), including a register completed at each session and retained indefinitely? |  |  |  |

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| **Audit completed by:**  **Name:**  **Date:**  **Audit verified on behalf of the Church Council [as Managing Trustees]:**  **Name**  **Position:** *Minister/Chair of the Church Council*  **Date**: |

1. As per Section 6.10 Safeguarding Policy, Procedures and Guidance for the Methodist Church and the Model Policy Key Points for External User Groups of Premises contained therein [↑](#footnote-ref-1)
2. i.e. in line with Practice Guidance on Carrying Out Disclosure and Barring (DBS) Checks as part of Safer Recruitment January 2018 and the Procedure Promoting Safer Practice (Section 6: Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain 2019)? [↑](#footnote-ref-2)
3. i.e. a copy of the Safeguarding pocket guide and either, or both, Codes of Working Practice? [↑](#footnote-ref-3)
4. i.e. safeguarding self-declaration forms, safeguarding volunteer registration and agreement forms (Form A parts 1 and 2), keyholder declaration Form D. [↑](#footnote-ref-4)
5. i.e. templates similar to those for registration and risk assessment on the Well Learning Hub, consent including for photography [↑](#footnote-ref-5)