**Annual Safeguarding Audit – Circuit**

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

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|  | **Yes** | **No** | **Further Comment** |
| **Circuit Safeguarding Policy** | | | |
| Date the Circuit Safeguarding Policy was last approved by Circuit Meeting |  | | |
| Are you assured that the Policy is consistent with *Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain 2019*? |  |  |  |
| Does the Circuit SGO review all the risk assessments within the different churches, their training and DBS data and report this annually to the Circuit Meeting? |  |  |  |
| Does the Circuit SGO oversee all the risk assessments regarding circuit events which include children, young adults or vulnerable adults? |  |  |  |
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| **Safer Recruitment** | | | |
| Have all volunteers recruited to Circuit roles been recruited safely[[1]](#footnote-1)? |  |  |  |
| Have all workers completed the required Safeguarding forms[[2]](#footnote-2)? |  |  |  |
| Is the Circuit SGO authorised to access the DDC website as either a manager or a verifier? |  |  |  |
| Do all Circuit staff have an up to date DBS at the required level? |  |  |  |
| Are all Circuit staff up to date with Safeguarding Training at the required level? |  |  |  |
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| **Meetings** | | | |
| Is safeguarding a standing agenda item at each Circuit Meeting? |  |  |  |
| Is a safeguarding report presented at least annually to the Circuit meeting? |  |  |  |
| Is a safeguarding report received at least annually from each church to support Circuit SGO presentation to the Circuit meeting? |  |  |  |
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| **Safeguarding Concerns** | | | |
| Is the Circuit SGO assured that there is a process for recording safeguarding concerns across the Circuit? |  |  |  |
| Is the Circuit SGO assured that all safeguarding records are stored securely across the Circuit? |  |  |  |
| Is the Circuit SGO assured that they are aware of all current Safeguarding Contracts held within the Circuit? |  |  |  |
| Can the Circuit SGO confirm that an annual safeguarding audit has been completed with each of the churches in the Circuit? |  |  |  |

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| **Audit completed by:**  **Name:**  **Date:**  **Audit verified on behalf of the Circuit Meeting [as Managing Trustees]:**  **Name:**  **Position:** *Superintendent/Chair of the Circuit Meeting*  **Date**: |

1. 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-1)
2. i.e. safeguarding self-declaration forms, safeguarding volunteer registration and agreement forms (Form A parts 1 and 2), keyholder declaration Form D. [↑](#footnote-ref-2)