

## Document to support compliance with local safeguarding audit requirements

<b>Requirements</b>	<b>What is available to help meet this requirement</b>
1.1 Date the Church Safeguarding Policy was last approved by Church Council	<p><i>Draft policies are contained within the Connexional Safeguarding Policy, and on the District website.</i></p> <p><i>Remember that a few smaller churches may choose to develop one which covers them all providing the Circuit agrees to this.</i></p>
1.2 Are you assured that the Policy is consistent with <i>Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain (most recent version)</i> ?	<p><i>It should be if it has been updated in line with amendments within the Connexional Safeguarding Policy.</i></p> <p><i>Updates about the twice-yearly revisions are sent to Superintendents and Circuit Safeguarding Officers so please ensure you receive these.</i></p>
1.3 Are the Methodist Safeguarding Policy Statement and Contact details displayed prominently in the Church premises?	<p><i>These posters have been set out to all Circuits, but further copies can be downloaded from either the Connexional or the District Website.</i></p>
1.4 Is there a dedicated Safeguarding Noticeboard?	<p><i>There should be as the posters will need to be displayed.</i></p>
1.5 Does the Church Safeguarding Officer review all the church risk assessments, training and DBS data and report this annually to the Church Council?	<p><i>Ensure this is in your Church Safeguarding Policy and that this information and reports to Church Council are copied to the Circuit Safeguarding Officer for your audits.</i></p>
1.6 Are all External User Groups of Premises directed to the church Safeguarding Policy and the key points <sup>1</sup> ?	<p><i>Draft documents are contained within the Connexional Safeguarding Policy, and on the District website.</i></p>
2.1 Have all volunteers recruited to Church roles been recruited safely <sup>2</sup> ?	<p><i>This may not be fully met yet if people have been in their roles for some time, but it is useful to give an indication of how far on churches are.</i></p> <p><i>However, all new roles must have followed this process.</i></p> <p><i>NB a new safer recruitment policy is currently being drafted Connexionally.</i></p>
2.2 Have all those who work with Children, Young People and Vulnerable Adults received the appropriate guidance documents <sup>3</sup> ?	<p><i>District versions of both these documents are now available on the website.</i></p>
2.3 Have all workers completed the required Safeguarding forms <sup>4</sup> ?	<p><i>If churches are not sure, it may be an opportune time to complete these again.</i></p>

<sup>1</sup> 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

<sup>2</sup> 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)?

<sup>3</sup> i.e. a copy of the Safeguarding pocket guide and either, or both, Codes of Working Practice

<sup>4</sup> i.e. safeguarding self-declaration forms, safeguarding volunteer registration and agreement forms (Form A parts 1 and 2), keyholder declaration Form D.

<p>2.5 Are all Church staff up to date with Safeguarding Training at the required level?</p>	<p><i>This will be easy to audit if the excel sheets are kept up to date. Where churches struggle with this, please contact your Circuit Safeguarding Officer for further support.</i></p>
<p>3.1 Is safeguarding a standing agenda item at each Church Council?</p>	<p><i>Should be able to evidence this from copies of the agenda.</i></p>
<p>3.2 Is a safeguarding report presented at least annually to the Church Council and to the Circuit Safeguarding Officer for the Circuit Meeting?</p>	<p><i>This could be either verbal or written. If verbal, it can be evidenced from the minutes of the meeting and if written, copies of the reports should be stored.</i></p>
<p>4.1 Is there is a process/template for recording safeguarding concerns within the church?</p>	<p><i>On the District website there are templates for recording a safeguarding incident, where this is likely to be a one-off incident, and a Safeguarding notes template for when there is likely to be a period of intervention.</i></p>
<p>4.2 Are all safeguarding records stored securely within the church?</p>	<p><i>As per Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain (most recent version).</i></p> <p><i>Don't forget that this refers to both paper and electronic data storage.</i></p>
<p>4.3 Are forms completed for each group involving children and young people<sup>5</sup>, including a register completed at each session and retained indefinitely?</p>	<p><i>If churches are not sure, it may be an opportune time to complete these again.</i></p>

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<sup>5</sup> i.e. templates similar to those for registration and risk assessment on the Well Learning Hub, consent including for photography