## Volunteer Role Outline – Church Safeguarding Officer

# Job Description

The following tasks will form a core part of the church safeguarding officer’s role:

* + - * provision of support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding
			* ensuring that a suitable, signed church safeguarding policy is displayed at all times in the church on a safeguarding noticeboard, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually.
			* recording of all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and procedures
			* promotion of appropriate routes for reporting of concerns
			* identify those who are required to attend safeguarding training and maintain records of attendance. Work with the circuit safeguarding officer and DSO to arrange training
			* attend training and meetings relating to the role
			* work in partnership with the lettings officer, stewards and user groups to promote good safeguarding practice on church premises. This will include confirming in writing that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own.
			* check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.
			* inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures
			* advise the circuit safeguarding officer and/or DSO of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from them about audit of safeguarding activities.

**NB: In addition to the above, volunteers may from time to time be asked to undertake additional activities. In cases such as this, there should be no additional requirement to apply for a further DBS check.**

All roles within the Circuit carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the Central Norfolk Circuit Safeguarding Policy.

#  Person Specification

* + - * 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.

**Criminal record check**

The volunteer will need a satisfactory criminal record clearance certificate. Volunteers will be asked to provide all relevant documents for these checks. The cost of the DBS check will be met by the Church. The procedure for applying for a DBS is on the last page of this document.

**Accountability**

The church safeguarding officer will be responsible to the Church Council, through the minister.

 **Training and support provided:**

* Volunteers are required to attend safeguarding training the Advanced Safeguarding module. It will be necessary to attend updates on the courses from time to time and any other relevant training or meetings.
* Volunteers may receive out of pocket expenses.

 **Accompanying this job description, should be the following documents which all need to be completed and returned.**

**\* Volunteer agreement which should be completed, signed, and returned to the Church Safeguarding Officer**

**\* Safeguarding declaration form which should be completed, signed, and returned to the Church Safeguarding Officer**

**\*Church Safeguarding Policy which should be available in church**

**This role requires you to have a DBS certificate, please follow this procedure:**

When you apply for a new role within the Methodist Church, or when your DBS is due for renewal, either your Church Safeguarding Officer or Circuit Safeguarding Officer will set up your application on the DDC (Due Diligence Checking) site for the role required. We aim to only use the online application as this is faster and removes the problems of incorrect data being entered.

If you have an email address, the link to complete your application will be emailed to you. Please follow the application process as directed.

If you do not have access to the internet or have an email address your Minister or Church Safeguarding Officer can input the information for you using their own email address.

You will need to input which documents you will take to be verified, all this is explained and list of documents acceptable are shown – these documents will need to be taken to your verifier and they will check the documentation matches, so it is important you input the correct dates etc. If by any chance you take the wrong documents to be verified, it can be altered as long as what is taken instead is on the approved listing.

Once your certificate has arrived, keep it in a safe place. The circuit may automatically enrol you into the update service for volunteers, please advise your church or circuit safeguarding officer if you don’t want to be signed up – although enrolling will enable us to automatically review your DBS when it is due, without the need for a reapplication.