

Church Safeguarding Officer (CSO)

Information for the Annual Report at the end of the 2021 / 2022 Connexional year.

Role of the CSO	Action Taken by the CSO
Provide support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding.	
Ensure 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.	<ul style="list-style-type: none"> • Provided the Church Safeguarding Policy, using the Model Church Safeguarding Policy, produced by the Methodist Church. Policy adopted at the Church Council on ??/??/?? (insert date when it happens)
Record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and procedure.	<ul style="list-style-type: none"> • Following the advice of the District Safeguarding Officer, we have devised a bespoke document (Safeguarding Recording Policy, Procedures & Guidance) which reflects the nature of our church for the coming year. The documents state how we will respond promptly to every safeguarding concern, record all safeguarding concerns in line with Methodist policy. The document also states our commitment to the retention and storage of safeguarding information and when and how to share information with others. The policy was adopted by the Church Council on ??/??/?? and will be treated as an appendix to the Church Safeguarding Policy. As such it will be updated annually.
Promote appropriate routes for reporting of concerns	<ul style="list-style-type: none"> • Reflecting on the guidance contained in the Safeguarding Policies, Procedures and Guidance, we have developed to stream regarding the promotion of appropriate routes. We have District and Connexional flow charts to help assess safeguarding concerns / risks and therefore we can determine when it is appropriate to refer to statutory service and when a concern can be handled within the church. We are clear when to involve the District Safeguarding Officer. Using information produced by the District, and external agencies in the area, we have a good understanding of where to signpost people needing Early Help. • <i>Every time you promote an appropriate route for reporting a concern make an entry in this box. Give the date and the organisation / person you signposted people too.</i>
Identify and inform those who are required to attend safeguarding training and maintain	<ul style="list-style-type: none"> • <i>Insert Date:</i> The number of people requiring Foundation and/or Advanced training shared with the Circuit Safeguarding Officer to inform a Circuit Delivery Plan.

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 gaining written confirmation 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.	<ul style="list-style-type: none"> • Insert Date: Leaflets (<i>Guidelines for working with children, young people and vulnerable adults; Pastoral Visitor Guidance; Safeguarding and Pastoral Care</i>) outlining good practise and systems to everyone who works with children, young people and vulnerable adults, provided to group leaders to distribute to their team.
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.	