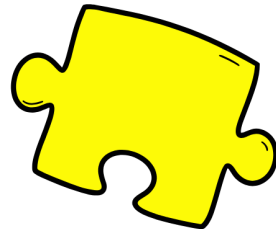


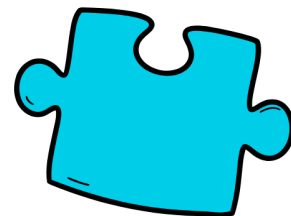
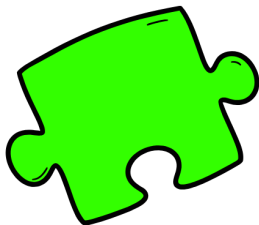
# Sutton Circuit Safeguarding Officer

***Promoting the safety and wellbeing of Children & Adult at risk in the Sutton Circuit***



## Prevention

Help prevent abuse in any area of Circuit life.

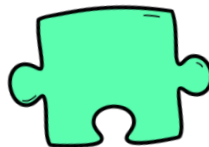


## Culture and Leadership

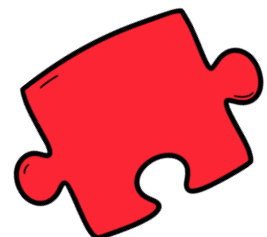
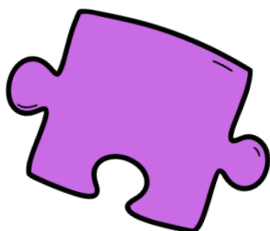
Promote the importance and culture of safeguarding across the whole Circuit

## Recognise, Assess and Manage risk

Assist in the Effective assessment of Safeguarding risks



Full Job Description is available on the Resources page of the [Circuit Website](#)



## Support Victim & Survivors

Assist Churches in offering Care, Justice and Healing.

## Learning and Support

Promote continued learning and support for Church Safeguarding Officers across Circuit.

**Could you be the Circuit Safeguarding Officer and help promote these Key areas across the circuit?**

# Job Description

- Support and advise the circuit superintendent and the circuit stewards regarding safeguarding matters.
- With the support of the circuit superintendent, promptly record and reporting of any safeguarding concerns of which they are made aware. This will include appropriate referral to statutory agencies and DSOs, as required by Methodist Church Safeguarding Policy, Procedures and Guidance.
- Making appropriate arrangements for the secure storage, retention and appropriate sharing of safeguarding information held by the circuit.
- Promoting the safety and well-being of all children and vulnerable adults within the circuit.
- Presenting a report to each circuit meeting about safeguarding events (noting the need for confidentiality regarding specific cases) and reminding relevant parties (where necessary) that safeguarding should be a standing item on the Circuit Meeting agenda
- Receiving and reviewing church risk assessments and training schedules for each church in the circuit and sharing with the circuit meeting annually.
- Attending the circuit staff meeting as necessary to discuss concerns brought to their attention.
- Liaising with individual church safeguarding officers to offer guidance and check they are complying with Methodist Church Safeguarding Policies, Procedures and Guidance. This should include at least one annual meeting.
- Working with the superintendent minister, ministers and the DSO regarding safeguarding concerns.
- Attending and active participation at safeguarding training, district safeguarding events and meetings.

- Work with local ecumenical partners and their safeguarding representatives.
- Reviewing safeguarding policies for each church in the circuit prior to presentation to the Circuit Meeting.
- Supporting the circuit superintendent with the annual review of the circuit safeguarding policy and sending a copy to the DSO.
- Maintaining of a record of all people within the circuit who have received Foundation Module, Foundation Refresher Module (prior to 2020), together with dates of attendance
- Ensuring that training is offered to those working with children and vulnerable adults, holding an office of responsibility, or are in other applicable roles as defined in Appendix III of the Methodist Church Safeguarding Policy, Procedures and Guidance.
- Overseeing timely delivery of appropriate training, in liaison with the Church Safeguarding Officers and accredited Circuit Trainers
- Advising all churches in the circuit of the requirement to adopt a safer recruitment policy and to carry out required procedures when appointing staff or volunteers
- DBS verification on behalf of the circuit.
- Retaining records of names of those at circuit level who have DBS checks.
- Providing reminders to church safeguarding officers about the need to apply or reapply for checks in accordance with the Methodist Church policy (for updates, the period is currently every five years).
- Assisting the DSO with setting up Monitoring and Support Groups for those subject to safeguarding contracts and reminding the chairs of groups when reviews are due.
- Maintaining a directory of useful names and contact details.

The Role of Circuit Safeguarding Officer is varied.

We are open to building a team of people with different gifts and skills to fully carry out the role. If you feel called to working in this vital area of Circuit life, please contact the Superintendent Rev C Hutton 07498205570 for a chat.