

Annual Safeguarding Audit – Church

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

| | Yes | No | Further Comment |
|---|-----|----|-----------------|
| Church Safeguarding Policy | | | |
| Date the Church Safeguarding Policy was last approved by Church Council | | | |
| Are you assured that the Policy is consistent with <i>Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain 2019</i> ? | | | |
| Are the Safeguarding Principles and Contact details displayed prominently in the Church premises? | | | |
| Is there a dedicated Safeguarding Noticeboard? | | | |
| Does the Church SGO review all the church risk assessments, training and DBS data and report this annually to the Church Council? | | | |
| Are all External User Groups of Premises directed to the church Safeguarding Policy and the key points ¹ ? | | | |

| Safer Recruitment | | | |
|--|--|--|--|
| Have all volunteers recruited to Church roles been recruited safely ² ? | | | |
| Have all those who work with Children, Young People and Vulnerable Adults received the appropriate guidance documents ³ ? | | | |

¹ 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

² 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)?

³ i.e. a copy of the Safeguarding pocket guide and either, or both, Codes of Working Practice?

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|---|--|--|--|
| Have all workers completed the required Safeguarding forms ⁴ ? | | | |
| Do all Church staff have an up to date DBS at the required level? | | | |
| Are all Church staff up to date with Safeguarding Training at the required level? | | | |

Meetings

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| Is safeguarding a standing agenda item at each Church Council? | | | |
| Is a safeguarding report presented at least annually to the Church Council and to the Circuit SGO for the Circuit Meeting? | | | |

Recording, including Safeguarding Concerns

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| Is there is a process/template for recording safeguarding concerns within the church? | | | |
| Are all safeguarding records stored securely within the church? | | | |
| Are forms completed for each group involving children and young people ⁵ , including a register completed at each session and retained indefinitely? | | | |

Audit completed by:

Name:

Date:

Audit verified on behalf of the Church Council [as Managing Trustees]:

Name

Position: *Minister/Chair of the Church Council*

Date:

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

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