

Annual Safeguarding Audit – Circuit

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

| | Yes | No | Further Comment |
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| Circuit Safeguarding Policy | | | |
| Date the Circuit Safeguarding Policy was last approved by Circuit Meeting | | | |
| Are you assured that the Policy is consistent with <i>Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain 2019</i> ? | | | |
| Does the Circuit SGO review all the risk assessments within the different churches, their training and DBS data and report this annually to the Circuit Meeting? | | | |
| Does the Circuit SGO oversee all the risk assessments regarding circuit events which include children, young adults or vulnerable adults? | | | |

| Safer Recruitment | | | |
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| Have all volunteers recruited to Circuit roles been recruited safely ¹ ? | | | |
| Have all workers completed the required Safeguarding forms ² ? | | | |
| Is the Circuit SGO authorised to access the DDC website as either a manager or a verifier? | | | |
| Do all Circuit staff have an up to date DBS at the required level? | | | |
| Are all Circuit staff up to date with Safeguarding Training at the required level? | | | |

¹ 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)?

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

| Meetings | | | |
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| Is safeguarding a standing agenda item at each Circuit Meeting? | | | |
| Is a safeguarding report presented at least annually to the Circuit meeting? | | | |
| Is a safeguarding report received at least annually from each church to support Circuit SGO presentation to the Circuit meeting? | | | |

| Safeguarding Concerns | | | |
|--|--|--|--|
| Is the Circuit SGO assured that there is a process for recording safeguarding concerns across the Circuit? | | | |
| Is the Circuit SGO assured that all safeguarding records are stored securely across the Circuit? | | | |
| Is the Circuit SGO assured that they are aware of all current Safeguarding Contracts held within the Circuit? | | | |
| Can the Circuit SGO confirm that an annual safeguarding audit has been completed with each of the churches in the Circuit? | | | |

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| <p style="color: #0070C0;">Audit completed by:</p> <p>Name:</p> <p>Date:</p> <p style="color: #0070C0;">Audit verified on behalf of the Circuit Meeting [as Managing Trustees]:</p> <p>Name:</p> <p>Position: <i>Superintendent/Chair of the Circuit Meeting</i></p> <p>Date:</p> |
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