Circuit Safeguarding Report

For the Circuit Leadership meeting/Circuit Meeting …… (date)

"It is the responsibility of each Circuit Meeting to appoint a Circuit Safeguarding Officer and there should be no gaps in this crucial provision. Ultimate responsibility for safeguarding within the circuit lies with the Circuit Meeting. The circuit meeting holds the following responsibilities, which may be delegated to the Circuit Safeguarding Officer, if appropriate…" (*Model Circuit Safeguarding Policy July 2023)*

Circuit Safeguarding Responsibilities	Feedback from the Circuit Safeguarding Officer Update since ……. (date of previous report)
Support and advice to the circuit superintendent and the circuit stewards regarding safeguarding matters.	
With the support of the circuit superintendent: prompt recording 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 this 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 training and Foundation Module Refresher training 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 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.	