

## Nottingham Trent Valley Circuit Safeguarding Policy

Nottingham Trent Valley Methodist Circuit is committed to safeguarding as an integral part of its life and ministry.

Safeguarding is about the action the Church takes to promote a safer culture. This means we will:

- Promote the welfare of children, young people and adults at risk of harm;
- work to prevent abuse from occurring;
- seek to protect and engage well with those who have been abused.
- Take care to identify where a person may pose a risk to others and offer support to them whilst taking steps to mitigate such risk.

Nottingham Trent Valley Methodist Circuit affirms that safeguarding is a shared responsibility. Everyone associated with Nottingham Trent Valley Methodist Circuit who comes into contact with children, young people and adults at risk of harm has a role to play.

We will therefore:

- Promote a safer environment and culture;
- Safely recruit and support all those with any responsibility in the Circuit;
- Respond promptly to every safeguarding concern or allegation;
- Seek to care pastorally for victims/survivors of abuse and other affected persons;
- Respond to those who may pose a safeguarding risk to other people;
- Care for those who are subject to concerns or allegations.

**Nottingham Trent Valley Methodist Circuit appoints Heather Rolfe as Circuit Safeguarding Officer who can be contacted on 07874966882 [ntvsafeguardingofficer@gmail.com](mailto:ntvsafeguardingofficer@gmail.com) The Superintendent Minister, Rev Tony Malcolm can be contacted on 07458 002301**

The District Safeguarding Officer (DSO) is Rev Susan McIvor who can be contacted on 07434 284633 or by email at [districtsafeguarding@methodist-nd.org](mailto:districtsafeguarding@methodist-nd.org)

In order to ensure effective implementation of this policy Nottingham Trent Valley Methodist Circuit Meeting will:

- Ensure that all office holders have a copy of the policy;
- Promote and publicise this policy; display copies of the policy/policy statement as appropriate;
- Communicate the Circuit's safeguarding message as reflected in the policy;
- Assess how well the policy is being implemented;
- Undertake an annual review of the policy.
- Ensure that all Circuit Stewards undertake both Foundation and Advanced Module Safeguarding training

For further or more detailed information please check the Safeguarding Policy, Procedures and Guidance for the Methodist Church which can be found at: <https://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/policies-procedure-and-information/policies-and-guidance/>

## Definitions:

Child: Anyone who has not yet reached their 18th birthday (Working Together to Safeguard Children 2018)

Adult at risk of harm/ vulnerable adults: Any adult aged 18 or over who, due to disability, mental function, age, illness or traumatic circumstances, may not be able to take care or protect themselves (CCPAS).

## Roles and Responsibilities

### Circuit Safeguarding Officer (With the Superintendent Minister and Circuit Stewards)

1. Support and advise the Superintendent Minister and the Circuit Stewards via the Lead Steward for Safeguarding in fulfilling their safeguarding responsibilities;
2. Ensure that the Circuit has a Safeguarding policy which is reviewed annually at the Circuit Meeting;
3. With the Superintendent Minister ensure that churches have safeguarding policies and follow Safer Recruitment procedures;
4. Provision of a point of reference for individual Church Safeguarding Officers throughout the circuit to guide and advise them Methodist Church safeguarding policy requirements;
5. Liaison with the District Safeguarding Officer;
6. Ensure safeguarding concerns are followed up as appropriate and referred to the DSO within 24 hours;
7. Work with the Superintendent Minister on reports required by the District or Connexion;
8. Ensure safeguarding is on the Circuit Meeting agenda as a 'standing' item and present a report at each meeting, including an annual statistics report provided by the DSO;
9. Receive and review Circuit activity and premises risk assessments;
10. Liaise with the Church Safeguarding Officers to support and help policy implementation;
11. Advise on safe storage of safeguarding records;
12. Meet with the Church Safeguarding Officers twice annually;
13. Attend training as necessary;
14. Encourage attendance at District safeguarding events;
15. Attend gatherings for Circuit Safeguarding Officers in the District;
16. Review the Circuit safeguarding policy at least annually and provide an updated copy to the DSO.
17. Keep up to date with Methodist Safeguarding policy, procedures and guidance;
18. Organise the Foundation Module (Revised and Refreshed) training for the Circuit and advise on the attendance at the Advanced Module;
19. Maintain records of attendance and dates for Foundation Module training (Revised and Refreshed);
20. In conjunction with the Superintendent Minister ensure retention of accurate records for circuit appointments (including details of DBS checks where necessary) and effective use of records to issue reminders for DBS renewals;
21. Keep an up to date list of Church Safeguarding Officers;
22. Meet with the Superintendent Minister to discuss safeguarding policy implementation as necessary and at least annually;

Superintendent Minister (With the Circuit Safeguarding Officer and Circuit Stewards)

1. Ensure the Circuit Meeting appoints a circuit safeguarding officer/s and that the details of each person are passed to the District Safeguarding Officer and are well publicised in the Circuit;
2. Ensure that the Circuit Stewards appoint a Lead Steward for Safeguarding to liaise with the Circuit Safeguarding Officer/s
3. Ensure the Circuit Meeting has a safeguarding policy and reviews it annually;
4. Ensure all churches have appropriate and up-to-date safeguarding policies in place;
5. Support those in pastoral charge in exercising responsibility for the implementation of safeguarding policy and practice;
6. Ensure the provision of pastoral support for those involved in issues of abuse and in management of sex offenders;
7. Ensure the Local Preachers' Meeting takes seriously its responsibility to safely recruit and ensure safeguarding is a standing agenda item at meetings and that training is undertaken by all Local Preachers and Worship Leaders as appropriate;
8. Ensure training opportunities are in place for all workers with children, vulnerable adults, for staff of the circuit and for members of the local churches in the circuit;
9. Support the circuit safeguarding officer (Adults) and the circuit safeguarding officer (Children) in their work, providing access to resources to enable them to fulfil their functions;
10. Ensure agreed procedures are in place for circuit events that involve children or vulnerable adults. Where residential events are wholly or mainly for children, young people or vulnerable adults the District Safeguarding Officer should be notified with the team leader and Safeguarding Lead for the event clearly identified.

Date policy approved at Circuit Meeting June 2023

Date for review January 2024

Dated .....19<sup>th</sup> September 2023.....

Signed ..... *T Malcolm* ..... Chair of Circuit Meeting