BRISTOL DISTRICT

Safeguarding Checklist Tool for Churches

CHECK LIST TO BE COMPLETED ANNUALLY BY EACH LOCAL CHURCH AND RETURNED TO THE CIRCUIT SAFEGUARDING OFFICER.

The **Methodist** Church

Issue	Progress	Evidence	Comments
Named Safeguarding Officer other than Minister in post? When appointed? Have they been trained, if so, when?			
Church Safeguarding Policy available? When was it last reviewed by Church Council? Where is it displayed in Church (prominent)? Does it cover Vulnerable Adults too? Contact numbers for Safeguarding concerns available to all?			
Safer Recruitment. Review the process that took place for last 3 appointments. Was the policy followed?			
DBS: Has the Church have a system for ensuring all that require a DBS have one and are renewed every 5 years as per policy?			
Review all vulnerable groups and check if leader and helpers have current DBS			
Is the church using the EBULK system for DBS?			
How does the church ensure there is no boundary drift between work forces for DBS? (Child/Adult work forces)			

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Leadership Training: Have all leaders attended Leadership training? How is this monitored? Foundation Training: Have all been trained that need it? When next course planned?			
Recording of Safeguarding Concerns: How is this done? Does it follow policy? Do they use a form?			
Secure Storage: where are hard copy safeguarding documents stored? Is this in line with the safeguarding recording joint guidance policy?			
Electronic devices: What security is used to protect information when using computers? i.e. encrypted pen drives/ password protected safeguarding documents			
Are there any people attending the church or in work force that pose a risk to others? Are there Covenant of Care Agreements (CoCA) in place? When were these last reviewed? Is the District Safeguarding Officer aware and received a report? Please provide full details of all CoCAs on a separate sheet including subject's details, date initiated, dates of reviews and reason for their existence.			

Is there any other safeguarding material displayed in Church e.g. Domestic Abuse awareness			
How do church goers report a concern? Do they know who to alert/contact?			
Has the Minister held a sermon to promote safeguarding in last 6 months?			
External Hirers of premises: When was their hire/lease/licence reviewed? Is it current? Do they have their own safeguarding policy or have they had a copy of Methodist S/G policy? It is best practice to check that leaders and helpers have a current DBS if a group has substantial contact with children and vulnerable adults.			
Review of last safeguarding concern (if applicable): Was the DSO informed? Where is it recorded and stored? What information was shared and with whom? Was a referral made to appropriate statutory agency? How was it resolved? Was Methodist Insurance informed?			
Is Safeguarding a standing agenda item on Circuit /Church meetings			

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E- Safety: Has the church issued E-safety guidance? Are all your computers that children can access have the appropriate security settings applied?			
Groups involving regulated activity: **Are the appropriate DBS checks in place for leaders and helpers? Is there effective monitoring of who helps out and whether they require a DBS?** **Do they have the appropriate child to adult ratios when operating?** **Do you carry out regular risk assessments of premises to ensure a safe space for attendees?** **Has there been a regular review of pastoral visitors' roles and whether they require a DBS?**			
Please use this space to make any overall comments in relation to this checklist:			

Audit completed by:

Date: