

North East – Brierley | Hemsworth | Monk Bretton | Ryhill | Staincross

South – Hoyland & Birdwell | Darfield Wesley | Great Houghton | Pilley | Wombwell

North West - Buckley | Dodworth | Emmanuel | Higham | Kexborough

Volunteering Outline - Role Description

Volunteer Role Title:	Church Safeguarding Officer (adult & children)
Location:	Barnsley Methodist Circuit
Responsible to & supported by:	Regional Safeguarding Officer, Circuit Safeguarding Officer, Ministers, Lay Workers, & Church & Chapel representatives

What is a Safeguarding Officer?

The Church Safeguarding Officer is responsible for **promoting a safe environment** within our chapels, by ensuring the compliance of various legal & Methodist Church requirements. They are also accountable for **ensuring the coordination of any concerns about a child, young person or vulnerable adult, or the behaviour of an adult working with vulnerable groups.**

Skills Required

- Good communication & administrative skills.
- A basic understanding of safeguarding issues & a willingness to attend any necessary training.
- Non-judgemental attitude & open to all people, regardless of their background or history.
- Be a member of the Methodist Church.
- Be appointed by the Church Council - a conversation with the minister and/or Circuit safeguarding officer prior to Church Council appointment is recommended to ensure the role is fully understood.

The role of a Church Safeguarding Officer

- Support & advise the superintendent, ministers, lay-workers, stewards & chapels with regards to any / all safeguarding requirements.
- Ensure that a suitable, signed church safeguarding policy & all documents as agreed & provided by the Circuit are displayed at all times in the chapels at the correct location (all entrances to each chapel) & on the agreed safeguarding noticeboard. **Policies must be renewed & updated annually.**
- Recording all safeguarding issues that are reported - completing the relevant forms & informing the minister, Circuit safeguarding officer & District safeguarding officer if necessary, all in accordance with the Methodist policy & procedures.
- Identify those who are required to attend safeguarding training & maintain the records for all volunteers.
- Keep detailed records of all volunteers in each chapel.
- Work in partnership with the Lettings officers, stewards & user groups to promote good safeguarding practices on chapel premises (this including confirming in writing that hirers are aware of the church safeguarding policy or are using an appropriate policy of their own).
- Ensure safeguarding is included as an agenda item at all Church Council meetings.
- Inform all those with responsibility for recruitment (paid & voluntary) of their obligations to follow safer recruitment procedures.
- Help create & follow all Circuit job descriptions as & when required.

- Present & implement the safeguarding decisions made by the Circuit, implementing their decisions.
- Carry out & prepare the annual audit for submission & approval at the Annual Church Council meeting.
- Meet with the Circuit's Safeguarding officer regularly for support, to discuss any issues & to formulate plans in line with the Circuits requirements.

Time / Commitment Required

- Variable depending on time of year, what needs doing, what is reported - on average 10+ hours per month due to the nature of the ongoing checks, reviews, meetings, reporting etc.
- Attend training sessions & any peer support meetings relating to this role.
- Attend Circuit Safeguarding meetings (approx 4 per year).
- Attend the Church Council meetings (approx 4 per year).
- Attend Circuit & District Safeguarding meetings (as & when required).

What requirements are needed to fulfil the role of a Safeguarding Officer

- Completion of the Advanced module: Creating Safer Space: Safeguarding Children, Young People and Vulnerable Adults Course which takes approx. 4 hours (every 4 years) & passing on any observed or communicated concerns or worries relating to any person attending to the Circuit Safeguarding officer and / or minister.
- A satisfactory Enhanced Disclosure from the Disclosure Barring Service (DBS) (every 5 years) – volunteers will be asked to provide all relevant documents for these checks. There is no cost to the volunteer for this check.
- Completion of the EDI (Equality, Diversity & Inclusion) Training Course
- Completion of the Unconscious Bias training
- Recommended but not compulsory – Mental Health First Aid Training

This role outline was approved by Barnsley Circuit Meeting on 17th September 2026 and will be reviewed annually.

*Please refer to the Circuit website for contact details of all chapel Leadership Teams, Church Council members, Circuit Meeting representatives & Circuit Leadership Team members.