

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: | <b>Monitoring and Support Group (MSG) member</b>            |
| Location:             | Barnsley Methodist Circuit                                  |
| Responsible to:       | MSG Chair                                                   |
| Supported by:         | Other MSG members & the Regional Safeguarding Officer (RSO) |

### ***What is a MSG member?***

An MSG is appointed to offer oversight and support within the context of a Safeguarding Contract. A Safeguarding Contract of Care is put in place by the RSO following a safeguarding risk assessment undertaken with an individual who is deemed to be at risk or a risk to others. The Contract is specific to the individual concerned. The MSG offers support and oversight of the contract on behalf of the church to ensure it (the Chapel, Church, Circuit) remains a safe environment for all. The MSG will most often consist of at least 4 members representing the Circuit and the individual, with an independent chair from outside the Circuit.

### ***Skills Required***

- Compassion
- Impartiality
- Good observation
- Understanding and ability to observe requirements of confidentiality
- Willingness to work within set guidelines for the MSG and Contract of Care.
- A basic understanding of safeguarding and a willingness to attend any necessary training.
- Non-judgemental attitude and openness to all people, regardless of their background or history.
- Be a member of the Methodist Church.

### ***The role of a MSG member***

- Engage actively in the group by providing support and oversight of the individual's involvement with the Church
- Work effectively in partnership with statutory agencies (where applicable) and safeguarding officers in the Church to manage safeguarding risks
- Comply with the provisions of the Constitutional Practice and Discipline of the Methodist Church and the current Methodist Church Safeguarding and Risk Assessment Policy, Procedures and Guidance documents relating to the safeguarding contract process and data protection.
- To raise concerns with the chair of the MSG or RSO, if the contract is abused or contravened.
- To attend meetings of the MSG with the individual as arranged by prior agreement in order to offer support and review the Safeguarding Contract.

### ***Time / Commitment Required***

- Meetings are conducted once every 3-4 months (usually 3-4 times a year, but emergency meetings can also be held in-between)
- Update the other MSG members if anything occurs
- Variable depending on attendance at worship / groups / activities where the individual is also present.
- Attend training sessions and meetings relating to this role, where appropriate.

### ***What requirements are needed to fulfil the role of a MSG member?***

- The appointment is made by the RSO in collaboration with the CSO and minister.
- 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 the RSO, CSO 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 (every 4 years)
- Specific training in respect of the function and purpose of MSG will be provided by the Regional Safeguarding Officer.

This role outline was approved by Barnsley Circuit Meeting on 17<sup>th</sup> 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.