

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:	Circuit Safeguarding Officer (adult & children)
Location:	Barnsley Methodist Circuit
Responsible to & supported by:	Regional 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 Circuit Meeting - a conversation with the minister and Circuit Leadership Meeting prior to the appointment is recommended to ensure the role is fully understood.

The role of a Church Safeguarding Officer

- Support & advise the superintendent, ministers, church safeguarding officers, lay-workers, stewards & chapels with regards to any / all safeguarding requirements.
- Follow all Methodist safeguarding policies & procedures – keeping up to date with new policies.
- Ensure all safeguarding issues are documented & reported, completing the relevant forms & informing the superintendent, church ministers & the Regional Safeguarding officer.
- Meet regularly with the Church safeguarding officers to identify those who are required to attend safeguarding training & that records for all volunteers are maintained & kept up-to-date – this should be done annually on a one-by-one basis, & at the Circuit Safeguarding meetings.
- Ensure safeguarding is included as an agenda item at all Church Council, Circuit Meetings & Church Leadership Team meetings – asking for copies of the reports.
- Help create & follow all Circuit job descriptions, & reviewing them annually.
- Receiving & reviewing all risk assessment from chapels for church-based activities.
- Present reports to each Circuit Meeting & Circuit Leadership Team meetings – this should include a report from the Circuit Safeguarding meetings, any new policies & any reminders for all churches, chapels & volunteers.
- Ensure that all safeguarding noticeboards are displayed in the church at the correct location (all entrances to each chapel) & on the agreed safeguarding noticeboard. **This must be renewed & updated annually.**

- Ensure safeguarding decisions made by the Circuit are implemented.
- Annually receive copies of all volunteer records from each of the Church Safeguarding officers – to include Foundation, Advanced, DBS, EDI & Unconscious Bias training dates & expiry dates (plus any other information deemed relevant).
- Annually receive copies of the individual Church Safeguarding Review for Connexional Year reports to ensure everything is being carried out in each church & if there are any support, training or action required.
- Carry out & prepare the annual Circuit Safeguarding Review for Connexional Year audit for submission & approval at the Circuit Meeting.
- Meet with the Church Safeguarding officers regularly to support, to discuss any issues & to formulate plans in line with the Circuits requirements.
- Arrange Foundation Training dates for the Circuit, in conjunction with the Circuit Safeguarding trainers.
- Inform District of any Foundation courses carried out in the Circuit & include names – in-line with the District requirements.

Time / Commitment Required

- Variable depending on time of year, what needs doing, what is reported - on average 15+ 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 Circuit Leadership Team meetings (approx 6 per year).
- Attend Circuit & Regional 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 the Circuit, 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 (every 4 years)
- 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.