

Beeston Methodist Church

Safer Recruiting Guidelines

As the people of the Methodist Church we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community of all ages. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of children, young people and vulnerable adults.

To comply with the Safer Recruiting Policy for the Church of England and the Methodist Church of Britain the following points need to be addressed:

- All roles within the church require a job description, which includes the safeguarding statement of Beeston Methodist Church. This allows people to be aware of what the role entails and what safeguarding procedures they will need to comply with.
- Job descriptions need to be referred to the Church Safeguarding Officer who will decide which forms, checks and training need to be actioned for the role.
- Anyone taking up a role must be referred to the Church Safeguarding Officer **BEFORE** they take up the role so that the correct checks are in place.
- Any roles requiring the person to be a key holder need referring to the Church Safeguarding Officer **BEFORE** the person takes up the role and **BEFORE** any key is issued.

Email: safeguarding@beestonmethodist.church

SAFEGUARDING INFORMATION

The safeguarding team has been reviewing its policies and procedures in light of the formation of the Beeston Methodist Church. We would like to share this with you. The Safeguarding policy for the Beeston Methodist Church can be found by the noticeboard outside the vestry. Guidelines and procedures are being added to the folder as they are approved by Church Council. You may photocopy anything contained in the folder but do not remove anything from the premises. Electronic copies can be obtained by e-mailing: safeguarding@beestonmethodist.church or on the church website.

All appointments to the Beeston Methodist Church must follow the safer recruiting guidelines and have a written job description.

The safeguarding officer should be informed of anyone taking on a new role within the Beeston Methodist Church before they take up that role. This is to allow the correct forms and checks to be completed.

- Most appointments will require the completion of Form C
- Key holders are required to complete Form D
- All those who work with children and young people are required to complete Form A
- All those who work with children, young people or vulnerable adults (including all who visit people in their own homes as part of their appointment) must attend 'Creating Safer Space' training.
- Some people working with children, young people or vulnerable adults will also require a DBS check and will need to complete Form X

We realise that this all sounds very formal but it is part of our commitment to making Beeston Methodist Church a safe environment for all.

Please communicate this information to your group so that everyone is aware of the importance of safeguarding.

If you have any questions please contact the safeguarding team.

Thank you for your co-operation

Beeston Methodist Church Safeguarding email: safeguarding@beestonmethodist.church