

The Well @ Midway - The Stream Digital Church



Safer Recruitment - Role Outline

Role Title:	Digital Safeguarding Officer
Church/Circuit:	The Stream Digital Church, ESSD Circuit
Workforce:	None

The Digital Safeguarding Officer will be the key champion of ensuring a safe environment is established and a culture of safeguarding is developed within the life of the Digital Church.

PART 1

The following duties will be undertaken as part of the role outlined above.

All roles within the life of the Church carry with them the responsibility to take the safeguarding of children and adults seriously whether or not they have direct contact with them and any concerns that arise within the role should be reported as per the Church Safeguarding policy.

- Provide support and advice to the minister, leadership team and digital stewards in fulfilling their roles with regard to safeguarding.
- Ensuring that a suitable, signed church safeguarding policy is available on the Circuit/Church website, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually.
- Recording of all safeguarding issues that are reported to the Church, Circuit, District Safeguarding officers, according to Methodist policy and procedures
- Promotion of appropriate routes for reporting concerns.
- Identify those who are required to attend safeguarding training and maintain records of attendance. Work with the Circuit safeguarding officer and DSO to arrange training.

- Attend training and meetings relating to the role.
- Check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually.
- Inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures.
- Advise the circuit safeguarding officer and/or DSP of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from about audit of safeguarding activities.

PART 2

- **Accountability:**

Who is the role directly accountable to for day-to-day purposes:

Church Council, through the minister

If the above person is not available (sickness/leave):

Superintendent Minister

Appointment Period

Volunteers' appointment is for three years with an additional three years on reappointment. Should not continue beyond six years. However, In exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

Boundaries

In carrying out their role of day-to-day activities Worship Space Stewards must be mindful of not assuming responsibilities proper to the Church Council. Where immediacy requires an instant decision then this should be referred back to the Church Council either on the next occasion or on an extraordinary gathering of the Council.

Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms and will need a satisfactory criminal record clearance certificate (DBS). Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church.

- **Criminal record check (DBS)**

Enhanced DBS check

A confidential self-declaration should be completed for all roles even if no DBS check is required.

<https://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/>

- Lone working considerations

Will a lone worker risk assessment needed for this role or do specific issues need to be addressed: **No**

This job description is approved by

Signed Date.....
(Church Council)

I have seen and accept the responsibilities of this role

Signed Date.....
(Applicant)

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL MANNER BY THE METHODIST CHURCH

NB All information will be held in accordance with the Data Protection Act 1998