



Yorkshire North & East Methodist District

SAFEGUARDING FREQUENTLY ASKED QUESTIONS

This page sets out answers to the most frequently asked safeguarding questions. If you can't find the answer to your question here, please also follow this link to the [Safeguarding Policy, Procedures and Guidance for the Methodist Church](#) which provides extensive information about safeguarding. The contents page will help direct you to the relevant sections.

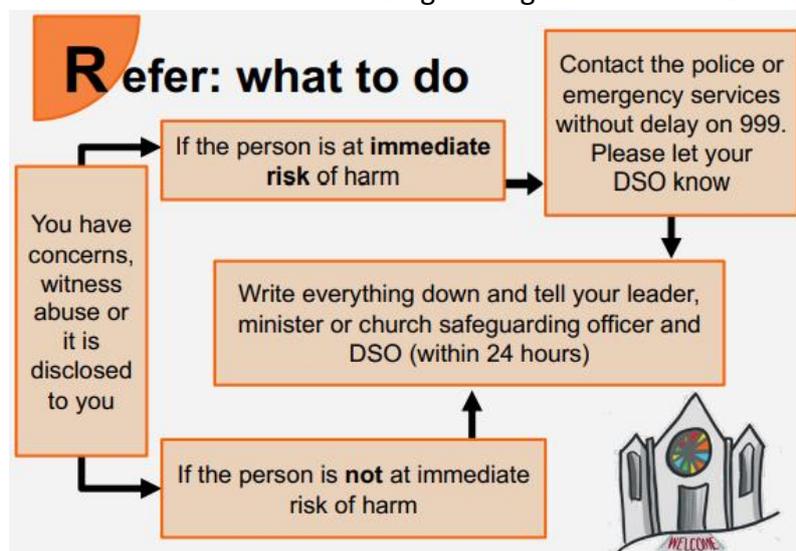
The safeguarding section of the Methodist Church website also contains useful information and resources <https://www.methodist.org.uk/safeguarding/>

If you are not able to find the information you are looking for, or still have further questions, please see safeguarding contacts below.

Who do I contact with safeguarding questions or concerns and where do I find their contact details?

General safeguarding queries can be directed to the church or circuit safeguarding officer, who should be able to provide you with some advice and guidance. They can contact the district safeguarding officer if they are unable to find an answer to your query.

Any safeguarding concerns can be passed to a church or circuit safeguarding officer (unless there is a conflict of interest), who will contact the district safeguarding officer for further advice and guidance. All safeguarding concerns of a serious nature, e.g., you have received a disclosure of abuse, witnessed abuse, a member of the church has had an allegation of causing harm to others; this needs to be communicated to the district safeguarding officer within 24-hours.



District Safeguarding Officer – The role of a district safeguarding officer is to support circuits and churches in the District with implementing the safeguarding policies, procedures, and guidance of the Methodist Church. They also take a lead on working with safeguarding concerns and issues raised. The contact details of the district safeguarding officer can be found on the Yorkshire North and East Methodist District website, District Directory, and should be available on the safeguarding posters displayed on the safeguarding section of all church noticeboards.

Circuit Safeguarding Officer – The role of a circuit safeguarding officer is to support local churches with implementing good safeguarding practice, including providing advice and guidance where necessary. A circuit safeguarding officer will liaise with the district safeguarding officer about safeguarding concerns. The contact details of a circuit safeguarding officer should be displayed on the safeguarding posters on the safeguarding section of the church noticeboard. They may also be available on the circuit website. The circuit administrator or circuit superintendent should also be able to give you their contact details.

Church Safeguarding Officer – A safeguarding representative of the local church, a church safeguarding officer promotes safeguarding and assists the church in implementing good safeguarding practice. They are a local contact that others may go to with safeguarding concerns. The church safeguarding officer will liaise with the circuit and district safeguarding officers where necessary. Contact details of the church safeguarding officer should be found on the safeguarding posters on the safeguarding section of the church noticeboard.

FAQS - DISCLOSURE AND BARRING SERVICE (DBS CHECKS)

Who needs a DBS Check?

Generally, anyone working with children, young people or vulnerable adults in any capacity will require a DBS check. Those also working in roles considered positions of trust, as specified by the Methodist Church, will also require a DBS check (these include local preachers and worship leaders). Depending on the type contact a person has with vulnerable groups, they may require an enhanced DBS check with barred list.

Please follow this link [Methodist Safer Recruitment Policy](#) and see pages 18 and 19 for explanations and examples of the type of DBS check required for different roles.

What is regulated activity and who needs a regulated activity DBS check?

Those who work in roles meeting regulated activity criteria need an enhanced DBS check with a barred list check for the relevant workforce i.e., child and/or adult. To obtain an enhanced DBS check with barred list check, the relevant role on the DDC (the DBS provider for the Methodist Church) DBS system should be chosen with the word 'regulated' or 'reg' activity appearing next to the role title.

To decide whether a person needs a regulated activity DBS check, please follow this link to the [Methodist Safer Recruitment Policy](#) and see the tables on pages 18 and 19 or follow this link to our DBS provider's (DDC) explanation of regulated activity [DDC What is Regulated Activity?](#)

When should a DBS check be renewed?

The Methodist Church requires all those in roles needing a DBS check to obtain a new DBS check through the Methodist Church every 5 years.

Does the Church accept DBS checks from other organisations?

Not unless they are registered with the Government Update Service (see questions below).

Do I need a new Methodist Church DBS check for a new role with the Methodist Church?

There is some portability of DBS checks within the Methodist Church, e.g., an individual applying for a new role within the Methodist Church does not require a second DBS check if the role is with the same workforce (child and/or adult) and at the same level (enhanced, enhanced with barred check). The check must be less than five years old for a volunteer and less than two years old for paid roles. Prior to the appointment, contact should be made with the supervisor for their previous role within the Church to confirm there were no known safeguarding concerns. See page 32 of the [Methodist Safer Recruitment Policy](#) for portability flow chart.

Does the Church accept DBS checks registered with the Update Service?

The DBS Update Service is available to those who apply to join it within 28 days of their original certificate being issued. There is a cost to those in paid employment, but it is free to volunteers. The Methodist Church does accept DBS checks registered with the Update Service as long as their original DBS check is for the same workforce (child and/or adult) as the role they are seeking to carry out with the Methodist Church and is the same level of check required for the role they are seeking to carry out with the Methodist Church (enhanced or enhanced with barred list check). A status check needs to be completed on the Government website (see question below).

How do I complete a status check on the Update Service?

Please follow this link <https://secure.crbonline.gov.uk/crsc/check?execution=e1s1> to carry out a status check for someone registered on the Update Service. You will need the person's consent to carry out a status check, you will also need their full name, date of birth and certificate number from their DBS check. You will be able to view the person's DBS details online to ensure that the DBS check is clear, and no cautions/convictions/warnings or other concerns are declared. You will need to record that you have carried out a check and the date that it was carried out. See page 31 of the [Methodist Safer Recruitment Policy](#) for further guidance about carrying out an Update Service status check.

FAQS - SAFEGUARDING TRAINING

Who needs to complete the Foundation Module safeguarding training and how do I access the training?

Follow this link [Foundation Module Who Should Attend?](#) for the most recent list of those required to complete the Foundation Module. The Foundation Module is delivered by the circuit and is usually advertised locally. Please speak to your circuit administrator, circuit safeguarding officer, or church safeguarding officer for information about upcoming dates.

Who needs to complete the Advanced Module Safeguarding training and how do I access the training?

Follow this link [Advanced Module Who Should Attend?](#) for the most recent list of those required to complete the Advanced Module. The Advanced Module is organised by the District and is delivered both face-to-face and online. Dates are usually advertised in the District Newsletter and dates are given to circuits to circulate. You can also contact the district administrator to send you information about upcoming dates admin@yorkshirenemethodist.org

How often is safeguarding training required?

Training should be completed every 4 years. The training for both the Foundation and Advanced Module is revised and updated on a 4-yearly basis so the training you undertake every 4 years will be different.

You only need to refresh/update your training at the highest level you have completed. This means if you are required to complete the Foundation and Advanced Module, you will first complete the Foundation Module, followed by the Advanced Module – in 4 years' time, you will only need to renew your Advanced Module training, as this is the highest level of training you have completed.

Does the Methodist Church accept certificates in safeguarding training from other organisations?

The Methodist Church accepts the safeguarding training of the Church of England as being equivalent to the Methodist safeguarding training, those who have completed safeguarding training with the Church of England at the appropriate level will not be required to complete safeguarding training of the Methodist Church. The Methodist Church currently doesn't accept training from any other organisations other than the Church of England.

I am a safeguarding professional; do I need to undertake the church training?

Due to the unique context of the church, we require that all, despite previous knowledge and safeguarding training, complete the Methodist Church safeguarding training. The safeguarding training of the Methodist Church addresses safeguarding from a church perspective, outlining the policies and procedures of the Methodist Church, which does differ from other contexts.

Do I get a certificate for my training?

Yes, you will get a certificate if you complete any safeguarding training with the Methodist Church. It is recommended that you store this away safely so that you can show that you have completed the training if necessary and as a reminder of when you are next required to complete the training.

What if I have lost my certificate?

If you have lost your Advanced Module certificate, the District Office keeps a record of the date each person has completed the Advanced Module, we will therefore be able to issue you with a new certificate with the date you attended. Please contact the district safeguarding officer.

If you have lost your Foundation Module certificate, please contact either the circuit administrator or circuit safeguarding officer, Foundation Module records are kept locally, they should have a record of the date you completed the module and will be able to issue you a new certificate.

FAQS - SAFEGUARDING RECORDS

How long do I need to keep safeguarding records?

Please follow this link [Methodist Church Retention Schedules](#) to see the how long you should keep documents relating to safeguarding.

Where are safeguarding records kept?

Local church/circuit records can be stored electronically or in hard copy, however; they need to be kept securely so that they cannot be easily accessed by others. You may wish to consider password protecting electronic documents or storing on an encrypted external hard drive. Hardcopies should ideally be in lockable storage, such as a filing cabinet. It is important to have a back-up of any records, and a means of passing on records should you leave a role. Please follow GDPR requirements for retaining information about others.
