

Safeguarding:

Audit Checks

Question and Criteria List

Read the statements below to consider if your church has Not Met, Partly Met, or Fully Met

1. Not Met	2. Partly Met	3. Fully Met
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<p>1.0</p>	<p>A clear agreed safeguarding policy is in place within the church.</p>	<p>There is no safeguarding policy in place within the church.</p>	<p>You're in the process of putting together a safeguarding policy. There is a policy in place, but it has not been updated, reviewed or agreed at Church Council within the last 12 months.</p>	<p>A clear safeguarding policy is in place and a copy provided to the District. The policy is in date and agreed at Church Council within the last year. The policy is displayed on the church noticeboard and, if applicable, the church website. The policy contains the Church SO's name and contact details. The policy, as a minimum, contains all the information included in the 'Model Church Safeguarding Policy' as provided on the Methodist website.</p>
<p>1.1</p>	<p>Staff are made aware of the policy and the importance of listening to children, young people and vulnerable adults.</p>	<p>Staff are not aware of the policy or the importance of listening to children, young people and vulnerable adults.</p>	<p>You're in the process of putting together a safeguarding policy. There is a policy in place, but it has not been updated, reviewed or agreed at Church Council within the last 12 months.</p>	<p>Staff read and understand the policy and understand the importance of listening to CYP and VA. Staff keep themselves up to date with changes in the policy, or the church notifies staff when updates are made. Staff attend FM / AM training which highlights the safeguarding policy.</p>

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<p>1.2 Staff and members are aware of the complaints and discipline process.</p>	<p>Staff and users are not aware of complaints and discipline process or who to contact in the event of a complaint.</p>	<p>We're aware of the complaints process, but staff are unsure of what to do if a complaint is received.</p>	<p>We understand the complaints and discipline process. Staff and members are aware of who to contact in the event of a complaint. You have leaflets giving background information to the complaints and discipline process. There are appropriate measures taken relating to confidentiality and record-keeping.</p>
<p>1.3 Your church has whistle-blowing policies and systems in place for staff and users.</p>	<p>There are no whistle blowing policies in place for staff or users</p>	<p>You're in the process of putting together a whistle-blowing policy. You have a policy in place, but it has not been reviewed in the last 12 months.</p>	<p>There is a clear whistle-blowing policy in place. There are systems in place where staff can confidentially bring to notice misconduct of others or where they have serious concerns about other's actions or behaviours.</p>

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<p>1.4</p>	<p>In relation to online safety, there is a policy and guidance in place.</p>	<p>We do not have this in place.</p>	<p>You're in the process of putting together an digital media policy. The policy has not been updated within the last 12 months. You have some of these items, but not all.</p>	<p>There is a named online safety lead who has received CEOP training. There is a policy, guidance, code of online working, online safety agreement. All staff who work with children have had training to recognise grooming behaviours.</p>
<p>1.5</p>	<p>CYP, parents and carers are made aware of their right to be safe from abuse.</p>	<p>They are not made aware of their right to be safe and free from abuse.</p>	<p>Some arrangements are in place, i.e. the SO's name is publicly available but information is not provided to CYP about abuse and sexual exploitation.</p>	<p>The SO's name is publicly available and easily accessible. Information is provided for CYP and parents about where to go for help in relation to abuse including CSE. Awareness is raised on various safeguarding themes during services/group activities with CYP. Leaflets and posters are on the notice board regarding safety and abuse.</p>

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<p>1.6</p>	<p>Information is provided in a format and language that can be easily understood by all.</p>	<p>Information is not provided in additional formats or languages that can be easily understood.</p>	<p>The are some leaflets and posters available in other languages but is not inclusive to all communities in attendance.</p>	<p>Leaflets, posters and information on safeguarding are available in all languages. We offer safeguarding training which is accessible in other languages. There is information available on a variety of other topics in various languages.</p>
<p>1.7</p>	<p>There is a Critical Incident Guidance and Plan in place.</p>	<p>There is no critical incident guidance in place. Staff are not aware of or know how to access the critical incident guidance.</p>	<p>You're in the process of putting together critical incident guidance. The guidance has not been reviewed or updated within the last 12 months. You have a policy or guidance on procedures in case of fire or injury, but no guidance in relation to other serious incidents.</p>	<p>There is critical incident guidance in place that go beyond fire evacuation or injury measures. Staff are made aware of the guidance and support it gives them.</p>

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<p>1.8</p>	<p>Staff have access to and are aware of information about Equality, Diversity and Inclusion that helps them to fulfil their role.</p>	<p>Staff do not have access to or are unaware of information about Equality, Diversity and Inclusion to help fulfil their roles.</p>	<p>Only some staff are aware of the Equality, Diversity and Inclusion information. We are aware of the information but have not received/participated in any training.</p>	<p>Staff have received training on Equality, Diversity and Inclusion, including Unconscious Bias training. There is information on Equality, Diversity and Inclusion for users on display on the notice board. Information on Equality, Diversity and Inclusion is included as part of church business and services.</p>
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<p>2.0</p>	<p>Your church has followed the Methodist Church Safer Recruitment Policy for ALL appointments in the last three years.</p>	<p>Safer Recruitment guidance has not been followed.</p>	<p>Some of the Safer Recruitment policy and guidance has been followed. Safer Recruitment policy has been followed for some but not all staff and volunteers.</p>	<p>Safer Recruitment guidance has been followed for ALL staff and volunteers. Professional and character references are always taken up. Identity and qualifications are verified. Anomalies in respect of references are resolved. Previous employment history and experience is checked. Face to face interviews/meetings are carried out. An induction process takes place and a probationary period is in place.</p>
<p>2.1</p>	<p>Pastoral Visitors have been recruited safely in the last 3 years and in accordance with the 'Fully Met' standard in 2.0.</p>	<p>Safer Recruitment is not followed for Pastoral Visitors. There is no guidance given about who best to visit and work with VA. DBS checks are never carried out for this role.</p>	<p>Insufficient information is given to the Pastoral Visitor working with a child or vulnerable adult. Sometimes Safer Recruitment is followed for this role. Some Pastoral Visitors but not all, have received FM/AM training. We're not certain about the requirement for DBS checks in this role.</p>	<p>We are confident DBS checks are completed where there is a requirement. All pastoral visitors have received both FM and AM training. Received guidance about who best to visit and work with vulnerable adults.</p>

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2.2	Your church has a clear induction process for all staff.	There is no induction process for staff.	There is an induction process, but this has not been completed for all staff.	There is a clear induction process that includes familiarisation with safeguarding policy and procedures. The induction process includes safeguarding training at the appropriate level in a timely way. A clear probationary period is set out.
2.3	Where appropriate DBS checks are completed and up to date on all staff who work with CYP and VA.	Enhanced and standard DBS checks are not being carried out.	DBS checks are being carried out but staff are actively in role before the church receive the results. We need some clarity on the requirement for DBS checks.	DBS checks are completed with certificates received on ALL staff before they begin their role. DBS checks are at the appropriate level for the role.
2.4	There is a system for reviewing / renewing DBS checks.	There is no system for reviewing/renewing DBS checks	DBS checks are renewed / reviewed but the system to monitor timescales is not kept up to date. We use paper records for maintaining this information. Our DBS checking process is a little sporadic.	We have an electronic system in place to maintain and review DBS renewals, i.e. a spreadsheet. The level of DBS check matches the staff role.

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2.5	The church ensures there is no boundary drift between roles.	Roles for staff are not clear and there is boundary drift. There is no supervision or accountability for boundary drift. We're not sure what is meant by boundary drift.	The roles are clear but there is sometimes boundary drift. Meetings/supervision takes place but are not on a regular basis.	There is a clear role description. Staff fully understand their role. There are regular meetings/supervision to ensure the staff are working within their role description. There is a review of role descriptions where staff need to take on additional responsibilities.
3.0	Where applicable, all staff have attended the Foundation Module and / or Advanced Module within the last 4 years, in accordance with their role.	There are significant staff numbers who have not completed FM / AM training within the last 4 years where applicable.	Some new staff have not completed FM / AM. Some existing staff have exceeded the 4 year term for renewing FM / AM training.	All staff have completed FM / AM training in accordance with their role within the last 4 years.
3.1	Staff have received e-safety training.	No e-safety training has taken place.	Some of the relevant staff have completed training on e-safety.	Where applicable staff have attended the session led by the DSO 'Working Online Safely'. Applicable staff have attended training led by organisations outside of the church such as CEOP or the Local Authority.

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3.2	Outcomes and findings from reviews and inspections are disseminated to appropriate staff. This may include items such as serious case reviews, Past Cases Review, IICSA.	Outcomes and findings from reviews are not disseminated to staff.	Outcomes of findings from reviews are disseminated but not in a constructive way. Reviews are shared by email only with no follow up.	Outcomes of findings from reviews are disseminated to all appropriate staff. They are disseminated in the appropriate way i.e. through meetings in order to reflect upon the shared learning. Actions are taken in accordance with the findings.
3.3	Staff access and attend additional training.	Training is not sought from other organisations. Staff generally do not attend District/Connexional led events.	Some, but not all relevant staff complete additional training led by other organisations. Some, but not all relevant staff attend District/Connexional led events.	Staff attend training from other organisations, i.e. CEOP, Local Authority, online training, Domestic Abuse services, other specialist services. All applicable staff attend District/Connexional led events, i.e. DBS training, bi-annual forums, safeguarding conference.

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<p>4.0</p>	<p>The Minister champions the importance of safeguarding and promotes the welfare of CYP and VA.</p>	<p>The Minister does not champion the importance of safeguarding or promote the welfare of CYP or VA.</p>	<p>The Minister sometimes champions safeguarding the welfare of . Safeguarding themes are sometimes highlighted / discussed as part of being church.</p>	<p>The Minister champions safeguarding and promotes the welfare of CYP and VA on a regular basis. The Minister promotes safeguarding during services, i.e. 'Safeguarding Sunday', 'Safeguarding Roadshow' or themes for discussion. Safeguarding is discussed as part of leadership meetings, study groups, etc.</p>
<p>4.1</p>	<p>Church leaders are confident they would know what to do when a safeguarding concern arises.</p>	<p>Church leaders are not confident and would not know what to do when a safeguarding concern arises. Concerns / allegations / issues raised have not been dealt with.</p>	<p>Some church leaders are confident in knowing what to do when a safeguarding concern arises. There have sometimes been delays in reporting due to lack of confidence or knowledge.</p>	<p>Church leaders are confident in what action to take should a safeguarding concern arise. They would confidently speak to their SO or the DSO. They would know when to make a referral to services i.e. Police, Local Authority, LADO, Ofsted, Charity Commission, Media team, etc. Action would be taken promptly and without delay.</p>

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4.2	Safeguarding is a standing agenda item in Church Council meetings.	Safeguarding is not on the Church Council agenda. We don't have time to discuss safeguarding in Church Council meetings.	Safeguarding is mentioned sometimes but only when an issue arises. Sometimes we run out of time for a sufficient discussion on safeguarding matters.	Safeguarding is a standing item on the agenda. There is sufficient and appropriate allotted time provided to discuss safeguarding items. Safeguarding is not on the bottom of the agenda list.
4.3	Everyone who attends your church building knows what safeguarding is and who to contact in case of a safeguarding concern.	The SO's name is not known to everyone who attends the church. There is no information on safeguarding or the SO on the notice board.	The SO's name is in the policy but is not prominent on the notice board. Not all attendees know who the SO is.	Attendees of the church know what safeguarding is. Attendees know who to contact in the case of a safeguarding concern. The SO's name is on the notice board. The safeguarding policy is on the notice board.
4.4	All church staff are clear about to whom they should report safeguarding concerns.	Church staff are not clear who to report concerns about a person's welfare.	Staff are aware of who the SO is but not whom to speak to if they are not available.	All staff know who the SO is and who to speak with should the SO not be available. All staff are clear to whom they should report any safeguarding concerns. All staff are aware of the DSO's name and contact details. All staff are aware they should call police if a person is in danger of immediate harm or abuse.

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5.0	There is an agreement in place for those who hire / lease church premises.	There is no agreement in place with those wanting to hire / lease church premises.	There is an agreement in place but it has not been reviewed on an annual basis. The agreement does not reference safeguarding policy / training.	There is an agreement that references safeguarding. There is evidence that hirers have been provided the Methodist Church safeguarding policy. Terms and conditions are reviewed regularly and brought to Church Council on at least an annual basis. Consequences for breaching agreements are made clear.
5.1	Hiring groups have a suitable safeguarding policy in place.	The hiring organisations using church premises do not have any safeguarding policies and do not adopt the Connexional safeguarding policy. This has not been a consideration when agreements are made with hirers.	Hiring organisation has its own safeguarding policy, but has not been reviewed in the last 12 months. We are not sure on the suitability / standard of the hirers safeguarding policy. The hirer does not have their own policy and so has been provided the Connexional policy, but we're not assured they have taken the time to review this. We think the Connexional policy has been provided to the hiring group but we cannot evidence this.	The hiring group has their own suitable safeguarding policy, which has been reviewed by the Church Council and we deem it to be to the same or better standard than the Connexional Policy. Where a group does not have their own policy, they utilise the Connexional policy. They have been provided a copy and we have written evidence of their agreement to follow our policies.

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5.2	Hiring groups have suitable safeguarding training in place.	We are not aware of what training the group has received or we have not considered the importance in this.	We invite groups to our training if they do not have their own, but we might not follow this up. We believe groups have their own training but we have not considered the standard of this training.	The group has their own safeguarding training, we have a good understanding of the standards of this training and we deem it to be to the same or better standard than the Methodist Safeguarding training. Where a group does not have their own training they attend ours.
5.3	All groups / clubs run with an appropriate adult to child ratio as per Methodist Guidance.	Groups and clubs are not run with the correct adult / child ratio.	The church does work towards having the appropriate ratio of adult to children but this does not happen all of the time, due to absences, not enough staff, not enough trained staff.	All groups and clubs are run with an appropriate adult to child ratio. A register is kept of all users and staff present.
6.0	Review the last safeguarding concern; the incident was handled promptly and effectively.	The DSO and statutory agencies were not informed at all.	The DSO and statutory agencies were informed, but informed but not as promptly as required.	The DSO was informed in accordance with Connexional policy. A referral was made to statutory agencies where appropriate. Methodist insurance, the Charity Commission and / or the Media Team were informed where appropriate.

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6.1	<p>The views of CYP, families or VA are considered when making individual assessments, case decisions and plans.</p>	<p>We do not take the views of these groups into consideration when making case decisions.</p>	<p>The views of CYP, families or VA are considered in some cases when making individual assessments, case decisions and plans. Please provide an example of this occurring. Do not use any identifying information or share personal data.</p>	<p>The views of CYP, families or VA are considered in ALL cases when making individual assessments, case decisions and plans. Please provide an example of this occurring. Do not use any identifying information or share personal data.</p>
6.2	<p>The church consults with CYP, families, VA, other church members and use their views to inform the delivery services, groups, activities.</p>	<p>There is no consultation with CYP, VA or other church members.</p>	<p>The church does consult with these groups, but the information is not later used in services etc.</p>	<p>The church consults with CYP, families, VA and other church members and use their views to inform the delivery of church business, services, groups, activities, etc. This may take the form of suggestions boxes, consultation events, survivor forums, etc.</p>

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6.3	Staff understand the threshold for making a referral to the DSO and / or statutory organisations.	<p>We do not have any understanding of when to make a referral to the DSO, Police or Local Authority.</p> <p>We never have the need to speak to the DSO.</p> <p>All our safeguarding incidents are dealt with 'in house'.</p>	<p>We are not sure on the difference between Early Help, LADO and other areas of the Local Authority.</p> <p>We are sometimes not sure whether to report matters to the Police or Local Authority or we are not sure of what information to provide and we can sometimes feel a little out of our depth.</p> <p>We are sometimes concerned about breaching confidentiality when sharing information with other organisations or the DSO.</p>	<p>We can explain when a referral should be made to Police, Adult Social Care or Children's Social Care, including LADO and Early Help.</p> <p>If we refer to the Police / Local Authority, we always make the DSO aware and forward our records.</p> <p>If we need assistance to complete a referral, we seek help from the DSO. (Provide examples of when referrals would be made, even if you have not needed to make a referral yet. Do not use any identifying information or share personal data).</p>
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6.4	Staff and church SOs are aware of safeguarding contract arrangements as detailed in Connexional Policy.	<p>Church staff are not aware of any safeguarding contracts or who to contact should a contract or risk assessment be needed.</p> <p>The SO is not aware if a contract is in place.</p> <p>We don't know when a safeguarding contract / Risk Assessment might need to take place.</p>	<p>Staff and SOs are aware of safeguarding contract arrangements but may not sure what to do if one is breached.</p> <p>The SO is aware if safeguarding contracts are in place, but is not involved in the Monitoring and Support Groups.</p> <p>Safeguarding contracts may be in place, but there is no formal Monitoring and Support Group, or the DSO may not be involved or aware of these.</p> <p>Not all safeguarding contracts use the up to date documents (SG1-5).</p> <p>We take on the responsibility for implementing and monitoring safeguarding contracts.</p>	<p>Can name the person to contact should a safeguarding contract or risk assessment need to be completed.</p> <p>We are aware when this process may need to take place and understand risk assessments for this purpose are completed by the District, not the church/circuit.</p> <p>The SO is aware if there are contracts in place and liaises with the DSO.</p> <p>These contracts are up to date.</p>
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7.0	<p>Records relating to safeguarding incidents are created in a suitable manner and kept securely.</p>	<p>Records are not kept, or not kept for every safeguarding incident.</p>	<p>Records are kept, but not on a standardised proforma. Records are held in paper format, kept locked away in a cabinet or safe. There are no backups made, or made infrequently. Those without safeguarding responsibility have access to the files, either on the electronic device used, or physical location they are stored.</p>	<p>Safeguarding incidents are recorded on a District issued standardised proforma. SOs have a methodist church designated email, which has no shared access. Records are kept electronically, files are password protected. Devices are password protected, with a shared device, users have their own sign in areas and there is no other person without safeguarding responsibility who can access casefiles. Devices have anti-virus protection. The storage device backs up to a cloud or hard drive. Only those who need to have access to the files do so (list roles of people who have access).</p>
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7.1	Registers / attendance records and emergency contact details are kept securely for all activities relating to children and young people.	Records are not kept, or not kept for every safeguarding incident.	Records are kept, but not on a standardised proforma. Records are held in paper format, kept locked away in a cabinet or safe. There are no backups made. Those without safeguarding responsibility have access to the files, either on the electronic device used, or physical location they are stored.	Safeguarding incidents / casefiles are recorded on a District issued standardised proforma. Records are kept electronically, files / folders are password protected. Devices are password protected. With a shared device, users have their own sign in areas and there is no other person without safeguarding responsibility who can access casefiles. Devices have anti-virus protection. The storage device backs up to a cloud or hard drive. Only those who need to have access to the files do so (please list roles of people who have access).
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7.2	<p>Privacy notices are provided to all those where a safeguarding concern exists, or those who have provided information relating to concerns, where safe to do so.</p>	<p>We do not understand GDPR. We do not provide privacy notices. We do not record any decisions around consideration for issuing privacy notices.</p>	<p>We have a limited understanding of GDPR and would like more training in this area. We sometimes provide privacy notices. We sometimes record our decisions around this.</p>	<p>We understand the rights people have under the Data Protection Act 2018 and GDPR, this includes the right to be informed that personal and / or criminal data is being held. Privacy notices are provided to victims / survivors, those who may pose a risk, and those who provide information relating to safeguarding concerns, where safe to do so. For example, it may not be appropriate to provide a privacy notice to a perpetrator of domestic abuse if it is believed this would increase the risk to the victim / survivor. Reasoning for not issuing privacy notices are recorded.</p>
7.3	<p>Risk assessments are carried out for all activities.</p>	<p>There a no risk assessment carried out for any activities that take place.</p>	<p>Some risk assessment are completed for some activities. We'd like more advice on how to complete effective risk assessments.</p>	<p>Risk assessments are completed for every event that takes place on or off church premises. Risk assessments identify the nature of risk, who is at risk, level of risk and method to reduce the risk.</p>

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7.4	We share information appropriately with the District Safeguarding Officer.	We do not share information with the DSO, records are kept within our church / circuit and do not need to be shared. Even if the DSO requests information, we do not share data or records.	We sometimes share information with the DSO. Sometimes we are concerned we will breach confidentiality by sharing information. Sometimes we are not sure what information to collect and / or share.	We are aware the District needs to have oversight for safeguarding incidents, especially in relation to abuse. All incidents relating to any form of abuse are referred to the DSO, this includes contact details for all people involved and a record of incident and actions taken. Where referrals are made to Police and / or the Local Authority, a full record is provided to the DSO.
8.0	SOs have safeguarding experience, are suitably trained and have a good understanding of their role and responsibilities.	SOs have no experience or training. They have no understanding of their role or responsibilities. There is no church SO.	The SO is experienced in the role but their training has expired or is outdated. The SO has limited experience of safeguarding.	SOs have good safeguarding experience. SOs have completed the relevant training to carry out the role and receive additional training. SOs have a clear understanding of their roles and responsibilities. SOs keep themselves up to date with changes in safeguarding procedures, legislation and current affairs. (Please feel free to identify areas you'd like further training / advice).

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8.1	SOs understand who to discuss concerns with and where to access support or advice if concerns are not responded to appropriately.	The SO does not have an understanding of who they can access support from and get advice about concerns not being respond to appropriately.	The SO is clear where to access support and advice but is not confident in doing so.	SOs have a clear understanding of who to approach for support and advice. SOs know the names of their circuit SO and the DSO. SOs feel comfortable seeking advice and support if they feel concerns have not been responded to appropriately.
8.2	Church SOs feel able to challenge where appropriate and hold people to account where gaps or errors have been identified.	SOs do not feel able to challenge or hold people to account. SOs do not feel this is their responsibility.	SOs are able to identify gaps and errors but are not confident in challenging people or holding people to account.	SOs can identify gaps or errors that have been made. SOs can challenge people where gaps and errors have been identified in a proactive but sensitive manner. SOs are able to hold people to account and explain the seriousness of a given situation. SOs feel heard when explaining safeguarding decisions or actions to be taken.

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8.3	The SO feels fully supported in their role.	The SO is not supported or heard.	There is limited or insufficient line management or supervision. There are no SO meetings or there could be more to fully support all SOs within a circuit.	The SO receives good line management / supervision. The SO is able to voice concerns and feels heard. There are SO meetings held at least twice per year that allow all the SOs within the circuit and churches to meet, share advice, themes and concerns and network with their peers.
8.4	There is a person or team who deserves recognition by the District for their work in safeguarding.	N/A	N/A	You may feel there is a person or group who deserves recognition for their work in safeguarding, i.e. outstanding support given to a victim of abuse / crime / trauma, outstanding act of kindness, charitable work completed which has improved an individual's / communities circumstance.

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8.5	<p>We have a process or practice, which we feel other churches / circuits could learn from to help them achieve better safeguarding standards.</p>	N/A	N/A	<p>You may feel there is a process or practice in your church / circuit that would benefit other churches in achieving better safeguarding standards, this could be any safeguarding process / forms / documents, that make things simpler or raises the bar in safeguarding standards that are not covered in Connexional policies / guidance.</p>
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