 **The Methodist Church**

 **East Anglia District**

**Safeguarding Forum Agenda**

Friday 11th January 2019, 2.00pm

Thetford Methodist Church

1. **Welcome and introductions**
2. **District Safeguarding Group (DSG) – Martin Graham**

Martin introduced himself: Retired 2 years ago after a 40 year career in probation, first in West Midlands and then Norfolk and Suffolk. Assistant head of Probation in Norfolk 1990, Chief 2001 then from 2010 Chief Executive for Norfolk and Suffolk Probation Trust and from 2014 Chief Executive of the Norfolk and Suffolk Community Rehabilitation Company. Has sat on Norfolk and Suffolk CSB so brings a professional expertise into role. He and his wife were members of Methodist Church in West Midlands, now members of C of E church.

Martin outlined the history of the District Safeguarding Group and the need there was to restructure and clarify the role and responsibilities and the way it reports to the District Policy Committee. There has been extensive recruitment to ensure that there is a wide representation of the District and relevant professional agencies.

The District Safeguarding Group had a Development Day in November where six priorities were identified and actions assigned to relevant groups or individuals. These were: Communication across the District, Assess current training, Safeguarding role descriptions to be user-friendly, learning from Church Safeguarding audits, engage District Policy Committee in budget lines for Safeguarding and Safer Recruitment.

1. **Policies – Circuit and Church**

A reminder that all Circuit and Church Safeguarding Policies must be reviewed annually. Circuit Safeguarding Officers should receive copies of church policies and all Circuit Safeguarding Policies must be sent to the District Safeguarding Officer when they are reviewed annually.

1. **Audits**

Church safeguarding audits should be returned by Friday 12th April. Some Circuit Safeguarding Officers are holding a circuit meeting for safeguarding officers and stewards to complete these together, some visiting each church or churches which need support to complete. Jane is willing to attend any circuit audit meetings or support in any other way necessary.

If paper copies are used, these can be sent directly to Jane, electronic copies are also accepted!

1. **Training - Advanced Module dates:**

**Tues 12th Feb. Thetford. 9:30-13:30
Mon 4th March. Priory Bedford 12:30-16:30 Fully booked
Sat 6th April. North Walsham 9:30-13:30
Friday 17th May.  Huntingdon area (to be confirmed)
Sat 18th May. Basildon. 9:30-13:30
Thurs 20th June. West Norfolk area (to be confirmed)**

**These dates are all on the website and will be updated as more are**

Remember that Foundation Module must be completed before Advanced Module.

It was noted that if you sign up for email notifications from Methodist Publishing, you will receive notice when they have free postage offers. Hard copies of training handbooks and Essential Preparation for Advanced Module can be obtained from there along with Safeguarding Quick Reference cards.

Link to Essential Preparation also on website.

1. **Communication exercise**

As part of the District Safeguarding Group task of looking at communication within the district, the Forum discussed their preferred methods of communication, what works really well and what could be improved.



1. **Safer Recruitment**

The District Safeguarding Group asked that Safer Recruitment be a point for training and information at the Forum.

The group looked at the stages of Safer Recruitment (taken from the CSS Advanced Module). The emphasis was made that role descriptions are vital to establish parameters of a role.

The Forum were directed to the Practice Guidance on Safer Recruitment pages 8-10 to help identify the appropriate level of DBS checks in individual cases. This can be accessed from the East Anglia Methodist Church website.

 

 

1. **Any other business**

It was asked if we should retain keyholder information after someone had left the church or the relevant role. It was decided that there was no legitimate reason to retain this.

1. **Date and venue of next Forum** – Pulham Market, May 16th 2019, 7.00pm