

ROLE OUTLINE

Role Title	Circuit Safeguarding Caseworker		
Church	N/A	Circuit	
District	Lincolnshire	Date Approved by Circuit Meeting	

Safeguarding Requirement
<i>All roles within the District 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 Lincolnshire District Safeguarding Policy 2025.</i>

Overall Purpose
To take the lead in implementing the church safeguarding policy in the local circuit in order to prevent harm and promote welfare.

Main Responsibilities
1. Support and advice to the circuit superintendent and the church safeguarding officers in fulfilling their roles. 2. Work with others, especially if there is a Circuit Safeguarding Team in place, ensuring the safety and well-being of all children and vulnerable adults within the circuit is maintained. 3. Provide support to the superintendent, make sure that any incidents and allegations are followed up or referred as necessary, especially in linking with the Regional Officer for Safeguarding; 4. Reporting (in conjunction with the superintendent and relevant minister) any concerns to the Regional Officer for Safeguarding without delay firstly by phone and then, as advised by the Regional Officer for Safeguarding, using the appropriate recording form. 5. Support the superintendent with regard to reports required by the district or Connexion 6. Attendance at the circuit staff meeting as necessary to discuss concerns brought to their attention i.e. ensure they are known to the Circuit staff team and what action has been taken; 7. Attendance at training as necessary. 8. Attendance at district safeguarding events. 9. Membership of and active participation in district safeguarding meetings as called by the Regional Officer for Safeguarding 10. Assisting with organisation of safeguarding training for all those working in voluntary and paid roles within the circuit.

Accountability	
Responsible to:	Superintendent Minister
If that person is not available:	Regional Officer for Safeguarding

Skills, attributes or qualities required for this role
• Care for people • A commitment to safeguarding; preventing harm and promoting welfare • Experience of an area of safeguarding or social work outside of the church could be useful but not essential

Requirements of the role
<i>Criminal Record Check (DBS)</i> Workforce: children and adult workforce <i>DBS</i> An enhanced DBS check is required for this role. A self-declaration must be completed for all roles. <i>Safeguarding Training requirements.</i> Creating Safer Space Foundation training followed by Creating Safer Space Advance Training (to be repeated every four years). <i>Any other training requirements appropriate for the role</i> Equality, Diversity and Inclusion training and unconscious bias <i>Lone working arrangements – are they needed?</i> A lone worker risk assessment is not required. <i>Sources of support:</i> Superintendent Regional Officer for Safeguarding District Safeguarding Group

Edited: October 2025