



# The Methodist Church

Serving locally, connecting the county

Safeguarding in Lincolnshire District

## Lincolnshire District Safer Recruitment Policy 2021 Role Outline

***This should be completed whether or not a role involves working with children and/or vulnerable adults.***

Role title

Church/Circuit

**Workforce – Children, adults, both or none.**

*None would apply if the role does not work directly with children and/or vulnerable adults eg treasurer, administrator*

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### **PART 1**

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

*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 2021*

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*If someone is in one role and then takes on another, make sure that a new role outline is given for the new role.*

## **PART 2.**

- **Accountability:**

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

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

- **Criminal record check (DBS)**

*Please select the type of DBS check, if any, that this role is eligible for and delete the others*  
Regulated activity i.e. Enhanced including Barring for children's workforce

Regulated activity for Adult workforce

Regulated activity for both workforces

Enhanced for children's workforce

Enhanced for adult workforce

Enhanced for both workforces

Basic check only – see advice from DSO

No check is needed for this role – seek advice if necessary

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

*If someone has changed role or has an additional role to another, ensure that consideration has been given to whether the new/additional role requires a new/different DBS check  
One will always be required if the new/additional role is a different workforce.  
Seek advice from the DSO as appropriate and to avoid "boundary drift".*

- **Lone working considerations**

**(people who work by themselves without close or direct supervision. This doesn't necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager)**

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