

Circuit Safeguarding Records Policy



The Leeds South and West Methodist Circuit, for the purpose of keeping effective safeguarding records in a secure manner, commits itself to following the guidelines as set out in the document *Safeguarding Documents: Joint Practice Guidance for the Church of England and the Methodist Church June 2015* which is available online:

<https://www.methodist.org.uk/media/1128/safeguarding-recording-guidance-161214.pdf>

Access to Safeguarding Records

In the Leeds South and West Circuit:

1. Safeguarding records will be stored in password protected electronic files and paper files will be stored in a locked cabinet.
2. Access to those files will be allowed only to the Circuit Superintendent, and to the Circuit Safeguarding Officers.
3. Confidential Safeguarding Concerns and information about past cases will only be accessible to the Superintendent Minister and be held in a locked safe within the Circuit safe.

In the event of his/her absence, The Circuit Superintendent will inform whoever is deputising for him/her of the names and contact details of those who can access the files in an emergency.

General Data Protection Regulation

The District Safeguarding Officer should always be consulted in each situation about whether a GDPR Consent Form is required for the making and storage of a safeguarding incident record.

This policy was agreed at the Leeds South and West Circuit meeting on 11/09/2023

Signed.....(Chair of meeting)