

## Role: Safeguarding Officer

DBS	Yes
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	Leadership Pathway
Domestic Abuse Awareness	Yes
Safer Recruitment	Advisable
Lone Working	
Food Hygiene	
Reports to:	Vicar / Diocese
Date:	08 May 2024

Also needs Leadership Pathway training (Diocese) and training PSO induction

### Role Description:

To be responsible for ensuring the coordination of any concerns about a child, young person or vulnerable adult, or the behaviour of an adult working with vulnerable groups, and that these are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Team.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner

### Role Requirements:

- Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
- Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
- Liaise with the vicar over safeguarding issues.
- Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
- Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA.
- Attend diocesan safeguarding training offered for PSOs.
- Assist with safeguarding training in the parish as appropriate.
- Attend a meeting of the church leadership (PCC) at least twice a year to ensure safeguarding issues are discussed and that the church leadership adopt the Safeguarding Policy, and review annually.
- Ensure the proper implementation of the safeguarding policy.
- Ensure that the Safeguarding Policy and contact details is displayed in all Church premises.
- Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.
- Promote inclusiveness in places of worship and within church activities.
- Keep the church leadership informed of good safeguarding practice.

- Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese (Online Safeguarding Dashboard).
- To maintain confidentiality and act with discretion
- To liaise with the DBS Administrator regarding DBS checks and Safeguarding Training required for church members and volunteers
- To read, adhere to and promote all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy