



# Role Description for Parish Safeguarding Officer

## **St Peter's, Wellesbourne**

We take the safety of everyone within the church very seriously and expect everyone to work in accordance with the Diocesan Safeguarding Policy. A copy of the Safeguarding Policy should accompany this Role Description.

This Role Description is binding in honour only, and it does not create a legally binding contract between us. It may be cancelled at any time at the discretion of either party. No employment relationship is to be created either now or in the future.

## **Principles**

Volunteers working with children and/or adults at risk must have a commitment to:

- Treat individuals with respect;
- Recognise and respect their abilities and potential for development;
- Promote their rights to make their own decisions and choices, unless it is unsafe;
- Ensure their welfare and safety;
- The promotion of social justice, social responsibility and respect for others; and
- Confidentiality, never passing on personal information (except to the person to whom you are responsible) unless there are safeguarding issues of concern.

Safeguarding issues of concern (eg an allegation of abuse) must always be reported to the Parish Safeguarding Officer or the Diocesan Safeguarding Adviser.

## **Responsibilities of this role**

- Implementing the House of Bishops' Child Protection Policy in the parish
- Possessing a copy of Protecting All God's Children and the Diocesan Guidelines and being familiar with their contents;
- Making the PCC aware of recommendations and changes as notified by the Diocese.
- Receiving, with the Vicar, any concerns about children, young people or adults in the parish and making sure that proper advice is sought and proper referrals made; (concerns about the Vicar should be raised with the Bishop). Complete the incident reporting form for the records and copy to the Diocesan Safeguarding Officer
- Overseeing the DBS process with the safeguarding administrator. Identify those who need checking and notify the safeguarding administrator
- Support the safeguarding administrator with any problems or individuals relating to checks
- To ensure role descriptions are in place for volunteers requiring a DBS check
- To represent the needs and views of vulnerable people to the PCC or, where appropriate, to enable them to do this for themselves.
- Write timely reports for the PCC and the annual report

- Being the link person between the Diocesan Safeguarding Adviser and the PCC. If not a member of the PCC, a named link person is to be identified.
- To ensure all records relating to safeguarding are kept secure in the Parish Office and any incident reports are kept confidential and on a need to know basis
- To work with children and/or adults at risk in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
- To work in accordance with the Diocesan Safeguarding Policy.
- To undertake any other work that has been agreed and is seen to be appropriate.

## **Accountability**

When carrying out the above responsibilities you will be accountable to:

The Vicar & Associate Minister and through them to the PCC

## **Responsibilities of the church**

As a valued volunteer, you can expect the church:

- To provide a supportive, inclusive and positive environment that helps you to enjoy this role.
- To treat you with respect and courtesy.
- To provide you with appropriate training.

## **Person specification**

- An in-depth knowledge of safeguarding procedures and the ability to deal with incidents as they arise and work with appropriate agencies.
- To liaise with the Diocesan Safeguarding Officer and the local administration officer.
- Able to demonstrate an ability to work with children and/or adults at risk.
- A willingness to develop skills and to engage with training.

## **DBS Check**

As a volunteer working with children and/or adults at risk this role requires an Enhanced DBS check with barred list information.

This DBS check needs to be renewed every five years.

## **Review of Role Description**

This Role Description should be reviewed in January 2020 and every two years thereafter.