



# Role Description for Safeguarding Administration 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 (e.g. an allegation of abuse) must always be reported to the Parish Safeguarding Officer or the Diocesan Safeguarding Adviser.

## **Role Outline:**

To be conversant in all matters relating to the administration of safeguarding. To keep up to date with Diocesan guidelines. To ensure DBS checks are carried out as requested by the Safeguarding Officer and records are in good order. To liaise with the Safeguarding Officer.

## **Responsibilities of this role**

- Prepare all the paperwork required for a DBS check and see the process through to completion.
- Ensure all records relating to safeguarding are treated confidentially, or on a need to know basis, and are kept secure in the Parish Office.
- Ensure any volunteer needing a DBS check fulfils the eligibility criteria as laid down in the Diocesan guidelines.
- Manage the transfer of a DBS check from another organisation if the criteria are fulfilled
- Keep the Dropbox database up to date.

- Ensure that all DBS checked individuals know about renewal of training every 3 years and allocate training dates. To manage the system of accepting details about safeguarding training that individuals have had from another provider.
- Ensure any renewals still fulfil the eligibility criteria and instigate the paperwork at least 2 months before expiry date.
- Provide information to the Parish Safeguarding Office for reporting to PCC about policy changes or communications plus status report from the database. This is done in liaison with the Safeguarding Officer. 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 Parish Safeguarding Officer, 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 the safeguarding procedures, the ability to manage the process of a DBS check and to keep records in good order.
- An ability to liaise in an effective and timely way with the Parish Safeguarding Office and the Diocesan Safeguarding Team.
- Able to demonstrate an ability to communicate effectively with a range of volunteers
- A willingness to develop skills and to engage with training.

## **DBS Check**

As the Safeguarding Administrator is not working directly with children, young people or adults at risk, this role is not eligible for a DBS check.

## **Review of Role Description**

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