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# Parish Safeguarding Officer Role Description

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

* Treat individuals with respect
* Recognise and respect their abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* 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
* Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

The Parish Safeguarding Officer is the key link between the diocese and the parish/s, concerning safeguarding matters. She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy. The role can be taken by one person or the role shared, for example with one person covering children the other vulnerable adults.

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| **Role**  | Parish Safeguarding Officer |
| **Responsible to**  | PCC and Incumbent |
| **Key Responsibilities of the Role (tasks to be undertaken)** The key tasks of the parish safeguarding officer are to:* Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
* Ensure the parish is compliant with Safer Recruitment & People Management guidance. <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>
* Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
* Liaise with the incumbent 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 annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Church Safeguarding Policy.
* Ensure that the Church 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.
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| **Any arrangements for induction, training & support** Completion of the following training courses are a requirement of the role:* Safeguarding - Basis Awareness
* Safeguarding - Foundation
* Safeguarding - Leadership
* Safer Recruitment & People Management training
* PSO Induction training
* Raising Awareness of Domestic Abuse

The Safeguarding Team also provide a DBS workshop to Parish Safeguarding Officers.Additional information about all Safeguarding courses can be found on Safeguarding pages of the Ely Diocese website <https://www.elydiocese.org/safeguarding/safeguarding-training-and-development/> |
| **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)* * Access to a secure computer
* Access to a secure e-mail address
* Access to Parish personnel records
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| **Role to be reviewed** *(insert date)* Annually |
| **The role is eligible for a criminal record check which is renewable every five years** | Yes - Enhanced with barred list check for the child and adult workforce |