Volunteer Position: Safeguarding Officer

Position Reports to: Diocese

Outline description of role:

Each Parish Safeguarding Officer’s (PSO) role is to:

∙ Work closely with the incumbent to advise within the parish on all safeguarding matters relating to children, young people and vulnerable adults;

∙ Receive, with the incumbent, any concerns about children or adults in the parish and make sure that proper advice is sought and proper referrals are made;

∙ Report all matters relating to concerns and allegations of abuse against church officers, in liaison with the incumbent, to the diocesan safeguarding adviser who will liaise with the statutory agencies, as required. Concerns about the incumbent should be raised directly with the DSA;

∙ Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the diocesan safeguarding adviser and contribute to managing Safeguarding Agreements;

∙ Promote safer practices in all activities and make any recommendations required taking into account the particular arrangements of the parish;

∙ Seek to ensure that Safer Recruitment practice is followed, with the support of diocese.

∙ Attend diocesan safeguarding training at least every three years;

∙ Maintain safeguarding records;

∙ Complete national, diocesan and parish safeguarding self-assessments as required;

∙ Contribute to the annual review of parish safeguarding arrangements;

∙ The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC will provide an annual report in relation to safeguarding, (see paragraph 2.3 above).

The PSO may also be responsible for:

∙ Being the Children’s and /or Vulnerable Adult Advocate (see below);

∙ Being the DBS Administrator (see below);

∙ Supporting other church officers who work with children or vulnerable adults;

∙ Providing or arranging provision of safeguarding training for parish workers (both volunteers and paid staff).

Discipling Responsibilities:

Supporting group leaders who work with children and adults at risk.

If you are interested in the role or have any questions please speak to

Jimmy Hinton, Luke Owens or Sue Ingham

or email: pcc@ststephensbd5.org.uk