

## **Key Role & Responsibilities of Church Office Holders and Bodies Practice Guidance – Parish Safeguarding Office Role Description:**

The Parish Safeguarding Officer is the key link between the diocese and the parish, 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 and the other, vulnerable adults.

### **Key tasks**

1. Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
2. Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and implementing, this guidance.
3. Liaise with the incumbent over safeguarding issues.
4. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
5. Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA.
6. Attend diocesan safeguarding training offered for PSOs.
7. Assist with safeguarding training in the parish as appropriate.
8. 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.
9. Ensure that the Church Safeguarding Policy and contact details are displayed in all church premises.
10. Keep good records of any safeguarding concerns that may arise and ensure that others do the same.
11. Promote inclusiveness in places of worship and within church activities.
12. Keep the church leadership informed of good safeguarding practice.
13. Undertake a regular parish safeguarding analysis and action plan, using the online Parish Dashboard.

### **Duties**

In the role of the PSO, you will assist with the recruitment process for the Church, this includes keeping the Safer Recruitment policy up to date; gathering ID for the candidate; completing the DBS process; checking that all training has been completed within a reasonable timeframe of commencement of work/volunteering. The role also calls for the PSO to maintain accurate and regularly updated records of training completed; to remind volunteers when their training is due to be refreshed and to arrange training face-to-face where required. The PSO should liaise with the website manager to ensure that all Parish policies which cover Safeguarding are regularly reviewed and updated.

The Parish Safeguarding record is held and maintained by the PSO, all safeguarding issues should be referred to the PSO for recording/progression as appropriate.

The Parish should have a Safeguarding Action plan, regularly updated and refreshed and agreed by the PCC.

## **RESPONSIBILITIES**

### **PSO Guidance for Recruitment Process**

- As PSO, you will need to complete the New Recruiter Appointment Form, have it signed by the incumbent and counter-signed by the Diocese before they submit to thirtyoneeight.org
- Once done, and you have confirmed your email address with thirtyone.eight, you will receive a log-in for the members' portal
- When new volunteers come on board, they need to receive the New Volunteer letter, along with Volunteer Guide Sheet, a self-declaration, either for basic or enhanced DBS check, guidance for DBS applicants and details of how to apply for the DBS check.
- They need to complete and return to you the self-declaration form.
- ID needs to be seen and copied, legibly.
- The Applicant applies for the Basic or Enhanced DBS, dependent on their role.
- The PSO will need to go onto the system to verify the ID and confirm the DBS request.
- The application will be confirmed by the system, and you will need to note the date and certificate number.
- The DBS check is valid for 3 years, at which point it should be renewed.

### **Training**

- All safeguarding training lasts for 3 years.
- As PSO, you need to complete C0, C1, C2, Safer Recruitment and Domestic Violence modules.
- Check the handbook to see which modules each new volunteer needs to complete.
- Advise, via the New Volunteer letter, which modules need to be completed and give details of how to access the system.
- Keep a note of when each person passes each module.
- If face-to-face training required (C0 and C1 only), then you, or another volunteer should complete the Diocese Train the Trainer programme and follow the guidance regarding advising the Diocese of who is attending, completing the registration document and delivering the training.
- Each month, check the spreadsheet and request that any training due for renewal is done in a timely manner – check and chase if required.

### **Safeguarding issue recording**

- If a safeguarding incident or issue arises, log this and follow the Parish policy for dealing with each individual issue.
- Attend any meetings called by the DSA to discuss individual cases and liaise with the incumbent and other PCC members to resolve any issues and follow the action plan agreed at the meeting.
- Be available in case anyone needs to raise a concern/incident or issue directly to you.
- Have a dedicated phone available, charged and switched on in case of need.

### **Safeguarding Action Plan**

- The Parish Safeguarding Dashboard and Action Plan can be found at:  
<https://www.parishdashboards.org.uk>

- The Action Plan should be agreed, at least annually, by the PCC and should be monitored regularly for progress against the actions.