



Role Description – Church Safeguarding Officer

Each Parochial Church Council (PCC) will appoint one or more people as the Church Safeguarding Officer(s) to play an essential role in fulfilling the Church's commitment to safeguard and promote the welfare of children and adults at risk. It is strongly recommended that they are a co-opted member of the PCC.

The Church Safeguarding Officer(s) will oversee the implementation of the Diocesan Safeguarding policy, along with its associated policies, procedures and guidelines in their parish. They will ensure that all allegations or suspicions of abuse are taken seriously and responded to in a timely manner.

Main responsibilities

- Be a source of support, advice and information on all matters of safeguarding children and adults at risk in the parish.
- Be the first point of contact for children, adults at risk and other members of the congregation regarding suspicions of abuse and other safeguarding concerns.
- Respond to all safeguarding concerns in line with the Diocese Safeguarding Policy, reporting these concerns to the Diocesan Safeguarding Team and liaising with the NSPCC Helpline and the Local Authority as needed.
- Keep the parish priest informed of all concerns, responses and activities relating to safeguarding children and adults at risk.
- Raise the profile of safeguarding in the parish, ensuring that it remains a high priority on the PCC's agenda and report on any issues or concerns with the implementation of the safeguarding policy.
- Ensure that the requirements for DBS disclosures are met for the appropriate roles.
- Complete a list of 'local contacts' as per the Safeguarding Policy annually, sending a copy to the Diocesan Safeguarding Officer.

Those suitable for the role of Church Safeguarding Officer

- The person appointed to this role should be a regular member of the church who can demonstrate a commitment to safeguarding children and adults at risk of all cultural backgrounds and abilities and have a good awareness of Diocesan policies and procedures, statutory legislation and guidance. Some training in safeguarding and child protection is needed when accepting the role. Where this cannot be evidenced it should take place within 3 months of being appointed and be updated at least every three years. ***This role requires a criminal records disclosure to be requested.***