**Purpose of role:**

The Parish Safeguarding Officer is the key link between the diocese, the PCC and Church/Worship Communities, concerning safeguarding matters. You will be responsible for oversight of safeguarding in the new parish. You will have an overview of all church activities in the churches/worshipping communities/justice initiatives that involve children, young people and vulnerable adults, and will seek to ensure the implementation of the safeguarding policy and oversee safer recruitment processes. You will work closely with Local Safeguarding Leads/Recruiter, the Larger Parish Lead Recruiter and be part of the Larger Parish Safeguarding Team.

**Responsibilities:**

**General**

* Take your own journey with God seriously.
* Be responsible for your own health and safety.
* Comply with diocesan safeguarding policy.
* Undertake any training as required.
* Comply with General Data Protection Regulations.

**Specific**

* Have an overview of all church activities involving children, young people and vulnerable groups.
* Offer advice and support regarding safeguarding matters, as needed, to churches/worshipping communities.
* Work with the Local Safeguarding Leads to oversee safeguarding across the new parish.
* Together with local safeguarding lead/recruiter oversee safer recruitment processes and procedures in each church/worshipping community you are responsible for, ensure that everyone who should be has been safely recruited and volunteers attend the necessary safeguarding training (see Diocesan Safer Recruitment Process). Know how to access safer recruitment templates and issue safer recruitment packs to activity leaders when asked or refer to the Lead Recruiter to give safer recruitment packs
* Along with Local Safeguarding Lead/Recruiter review completed safer recruitment documentation and ensure volunteers are inducted into their role and provided with an induction pack
* Ensure that there is a central Larger Parish Safeguarding Record where records of training, DBS, safer recruitment are kept and kept up to date (work with Parish Administrators where possible).
* Liaise with Church/Worshipping Community Leaders and Diocesan Safeguarding Team over safeguarding issues.
* Report all concerns or allegations against church officers to the Diocesan Safeguarding Advisor (DSA).
* Keep good records of any safeguarding concerns that may arise
* Utilise the Safeguarding Officer email address for all safeguarding communication to ensure confidentiality.
* Work as part of the Larger Parish Safeguarding Team who will be responsible for reporting to the new PCC on Safeguarding Matters.
* Be familiar with diocesan safeguarding guidance and together with the Larger Parish Worshipping Community Leadership Team, ensure that all paid staff and leaders of volunteers are implementing this guidance.
* Ensure that the parish leadership agrees to adopt and implement the procedures and guidance of the Church of England’s Parish Safeguarding Handbook, Safer Environment and Activities and the House of Bishops Safeguarding Policy Statement ‘Promoting a Safer Church’ (see Annual Safeguarding statement).
* The Diocesan Safeguarding team will update you with policy developments that you will share with the PCC and Local Parish Worshipping Community Leaders.
* In partnership with the Local Safeguarding Leads, ensure that the Parish Safeguarding Policy and contact details are displayed in all parish premises, relevant to each worshipping community.
* Alongside the Local safeguarding lead, undertake a regular parish safeguarding self-assessment in the format offered by the Diocese (safeguarding checklist).
* Comply with Church of England safeguarding policies.
* Undertake Basic and Foundation safeguarding training online and complete Leadership training and any other training as required. Inform Deanery Lead Recruiter of completed training.

You will be a good communicator, able to maintain confidentiality, have good attention to detail and be computer literate.

**Commitment required:**

This role involves working with a team of people.

This role in itself is not deemed by Disclosure and Barring as a regulated activity so does not require a DBS check. This role is voluntary and is overseen by the PCC.