**Purpose of role:**

The Local Safeguarding Lead is the key link between the Parish/Worship Community and the Parish Safeguarding Officer concerning safeguarding matters.

**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 Worship Community activities involving children, young people and vulnerable groups. Keep Parish Safeguarding Officer informed and up to date of these.

* Work alongside Parish Safeguarding Team to ensure safeguarding policies and procedures are followed.
* In partnership with the Parish Safeguarding Officer ensure that the Parish Safeguarding Policy and contact details are displayed in all premises, relevant to the worship community.
* Be familiar with diocesan safeguarding guidance and raise any concerns with the activity leader and/or Parish Safeguarding Officer.
* Report all concerns or allegations to the Parish Safeguarding Officer and/or the Diocesan Safeguarding Adviser.
* Work with the Parish Safeguarding Officer to undertake a regular worship community safeguarding self-assessment in the format offered by the Diocese (safeguarding checklist).
* Understand safer recruitment policies and procedures.
* Know how to access safer recruitment templates and issue safer recruitment packs to activity leaders when asked or refer to Parish Safeguarding Officer or Larger Parish Administrator to give safer recruitment packs.
* Be responsible for ensuring volunteers complete safer recruitment pack and applying for references provided by the volunteer
* Alongside the Parish Safeguarding Officer review completed safer recruitment documentation and ensure volunteers are inducted into their role and provided with an induction pack
* Alongside the activity leader have regular reviews with your volunteers of their role and duties
* Complete DBS checks online on the Deanery disclosure account when required.

* Check the identity of all applicants by examining suitable documents as laid out by the Disclosure & Barring Service.
* Upload this relevant information online to 31:8 including completing section Y and if necessary, amend the application form (with the applicant’s consent).

* Approve and send the applications to 31:8.
* If a volunteer fails their application process or their DBS check or is unwilling to carry out a DBS check, inform the Safeguarding Officer and Activity Leader to let them know they are unable to volunteer for whichever group.
* You will be a good communicator, able to maintain confidentiality, have good attention to detail and be computer literate.

* Comply with Church of England safeguarding policies and procedures.
* Undertake basic and foundation online safeguarding training and any other training as required.
* Use appropriate software to appropriately and securely store data relating to safeguarding and to communicate with people responsible.

**Commitment required:**

This role involves working with a team of people.