

## Know your Safeguarding Role!

### The Incumbent and PCC

The Incumbent and PCC have a duty of care to ensure the well-being of the vulnerable in the church community.

1. To adopt and implement adopt the House of Bishops' Policy on Safeguarding Children or the Joint Safeguarding Principles and a Parish Policy and Procedure on safeguarding children and adults who may be vulnerable. A dated copy must be sent by e mail to the Diocesan Safeguarding Adviser. Multi Parish benefices may adopt one Policy and Procedure for the Benefice. (legal responsibility continues to rest with the individual parish).
2. To appoint a Parish Safeguarding Officer (the 'Designated Person' with special responsibility for safeguarding children and adults, to work with the incumbent and the PCC to implement policy and procedures. In multi-parish benefices a Safeguarding officer may act for more than one parish. It is recommended that the Parish Safeguarding Officer should also be the Designated Person for Safeguarding Adults at Risk.
3. To ensure that the Parish Safeguarding Officer and anyone having regular contact with children and vulnerable adults is appointed according to Diocesan Safer Recruitment Guidelines, is trained and supported, provided with a copy of the parish safeguarding policy and code of practice for church workers.
4. To deal promptly with allegations or suspicions of abuse in accordance with the Disclosures and Allegations policy in consultation with the Diocesan Safeguarding Officer.
5. To display the Diocesan and Parish Safeguarding Policy and Procedures, the contact details of the Parish Safeguarding Officer named person on church premises and wherever possible on the church website
6. To ensure that known offenders or others who may pose a threat to children and young people are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser.
7. During an interregnum, to ensure that information about all safeguarding matters is securely stored before passing on to the new incumbent. The departing incumbent should give the information to the Parish Safeguarding Officer who will inform the new incumbent when they take up the post.
8. Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish;
9. To review the implementation of the safeguarding children and adults policy, procedures and good practice, at least annually.

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### Parish Safeguarding Officer

- To implement and monitor the recommended Parish Policy and Procedure on Safeguarding Children and Adults, encouraging good practice and working closely with the Incumbent on all safeguarding matters..
- In accordance with Diocesan Safer Recruitment Guidelines, to contribute to the appointment of all volunteers and PCC employees in regular contact with children and vulnerable adults; to obtain necessary criminal records and renew these appropriately.
- To compile and update annually a list of names of paid and voluntary workers and ensure that full recruitment procedures have been followed for each of them.
- The Parish Safeguarding Officer will usually act as the “Lead Recruiter” as defined by Churches Child Protection Advisory Service
- To actively encourage volunteers and PCC employees to undertake safeguarding training, and keep a record of training taken
- To receive, but not to investigate, any suspicions or allegations of abuse which may arise in the church(es) they represent, including allegations against clergy , or licensed commissioned ministers and to inform immediately and subsequently liaise with the Diocesan Safeguarding Adviser.
- To keep a log of incidents, allegations or concerns which arise, storing records safely and securely in a locked cabinet, with access restricted to the Parish Safeguarding Officer and the incumbent
- To send and update by e mail their contact details to the Diocesan Office.
- To report annually on safeguarding matters to the PCC and send annually by e mail a copy of the Parish Safeguarding Children and Vulnerable Adults Policy and Procedure to the Diocesan Safeguarding Adviser.
- To attend Diocesan Safeguarding Children and Adults at Risk Training and undertake other safeguarding training as opportunity arises.

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### Churchwarden

*In co-operation with the incumbent, the PCC and the Parish Safeguarding Officer, to:*

- ensure, in the period of an incumbency vacancy, that the incumbent's safeguarding roles are fulfilled, in co-operation with the PCC and Parish Safeguarding Officer
- pay attention to the specific needs of children and adults who may be vulnerable when undertaking routine Health and Safety inspections and Risk Assessments
- ensure that risk assessments are carried out before new activities are undertaken (regular and one-off)
- ensure that all parish activities are adequately insured
- receive complaints and grievances, and ensure that the parish has procedures for responding to them
- ensure that the guidelines for activities with children and adults who may be vulnerable are followed in all parish activities
- ensure that safeguarding requirements are included in all booking arrangements with organisations and individuals
- answer questions regarding safeguarding as they arise in the Archdeacon's Articles of Enquiry and Parish Visitations, and address specific advice which may be given