

EXAMPLE ROLE OUTLINE: PARISH SAFEGUARDING CO-ORDINATOR

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with _____

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

Role	Parish Safeguarding Co-ordinator
Responsible to	Designated member of the Parochial Church Council
Key Responsibilities of the Role (tasks to be undertaken)	
<p>Liase with the incumbent to:</p> <ul style="list-style-type: none"> • provide support, advice and guidance within the parish on all safeguarding matters relating to children, young people and vulnerable adults • receive, any concerns about children or adults in the parish and make sure that proper advice is sought and referrals are made to statutory agencies as required • report all matters relating to concerns and allegations of abuse against church officers, or that occur within church activities, to the bishop’s safeguarding adviser • raise any concerns or allegations of abuse against the incumbent, directly with the bishop’s safeguarding adviser • ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the bishop’s safeguarding adviser and contribute to managing Safeguarding Agreements • have an overview of all church activities involving children and vulnerable adults and keep in touch with the leaders to offer them advice and support over safeguarding matters and safe practice; • ensure everyone who works directly with children, young people and vulnerable adults has been safely recruited and has attended safeguarding training • ensure safeguarding records are being maintained, kept securely, in accordance with House of Bishop’s and diocesan guidelines, and that all safeguarding information is treated sensitively and confidentiality is maintained • report regularly to the PCC on safeguarding in the parish and contribute to the annual review of parish safeguarding arrangements • complete national, diocesan and parish safeguarding self-assessments as required; • ensure that the parish safeguarding policy is displayed in all church premises • update their contact details with the Safeguarding Support Officer annually • attend diocesan safeguarding training every three years and an annual resourcing day offered by the Safeguarding Training & Development Officer for parish safeguarding co-ordinators 	
Any arrangements for induction, training & support	

Access to parish safeguarding records to be authorised by the PCC. Attendance at Safeguarding Training led by The Church of England – Birmingham required	
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)	
Role to be reviewed <i>(insert date)</i>	annually
The role is eligible for a criminal record check which is renewable every five years	Yes