

Role description for Parish Safeguarding Officer

Role: To hold particular responsibility for safeguarding children and adults; and to work alongside the Incumbent and the PCC to implement safeguarding policy and procedures.

Role Requirements:

To be: To be a person of integrity, called by God and approved by All Saints church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

To do:

- To implement and monitor the recommended Parish Safeguarding Policy, encouraging good practice and working closely with the Incumbent on all safeguarding matters.
- To ensure that all aspects of Safeguarding are attended to within the parish (DBS validation, Safeguarding training, Safer Recruitment, Role Descriptions, Risk Assessments)
- To attend safeguarding training as appropriate.
- 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 ensure a factual log of incidents is kept, allegations or concerns which arise, storing records safely and securely in a locked cabinet, in accordance with Diocesan Guidelines.
- To send and update by e mail their contact details to the safeguarding team at Guildford Diocese. Safeguarding Representatives should notify safeguardingtraining@cofeguildford.org.uk
- Ensure that the Church Safeguarding Policy and contact details are displayed in all Church premises.
- Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese
- To report at least four times a year on safeguarding matters to the PCC, and send annually the Parish Safeguarding Policy to the Diocesan Safeguarding Adviser.
- To be a member of the All Saints Safeguarding Team, meeting with the Incumbent every 6-8 weeks, for support and supervision

I agree to read and adhere to all aspects of the All Saints Safeguarding Policy, including recruitment and training requirements:

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>

I agree to read and adhere to the Church of England's Parish Safeguarding Handbook:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

Reports to: The Incumbent

Agreement:

I agree to being a Safeguarding Co-ordinator at All Saints Church, under the supervision of the incumbent. I agree to comply with all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other church policies.

Name (print and sign): _____

Incumbent: _____ Date: _____