



## Role of the 'Parish Safeguarding Officer'

The PCC and Incumbent are responsible for ensuring that a safeguarding policy is in place for Children and Adults (may be joint) which meets the requirements of the safeguarding policies of the House of Bishops and the Diocese of Bristol, that these policies are reviewed annually by the PPC and updated where necessary and that safeguarding procedures are in place and agreed by the PCC.

Good safeguarding practice requires there to be a lead person in each organisation who takes responsibility for supporting others in their organisation with good practice. This individual forms part of a clear structure for managing safeguarding concerns and practice (See "Working Together 2015").

In the Diocese of Bristol this structure is formed by the Bishop's Staff and the Diocesan Safeguarding Steering Group (DSSG) who oversee the work of the Diocesan Safeguarding Adviser, who supports Parish Safeguarding Officers.

A PCC may choose to combine the role of Child and Adult Safeguarding Officer into one or may choose to split the role into two or more. However the role is allocated, it is essential that the PCC recognise the Parish Safeguarding Officer as a volunteer who undertakes tasks for which the PCC is accountable. The PCC must therefore support the PSO, including keeping them up to date with relevant information, and enable the PSO to report to and/ or attend PCC meetings as needed.

### Safer Recruitment

The PCC will appoint the Parish Safeguarding Officer- this should not be anyone directly involved with youth work or pastoral care and will ideally be someone who is approachable and regularly available for anyone with concerns to speak with. Safer recruitment procedure must be followed. The role of PSO is eligible<sup>1</sup> for a DBS Enhanced disclosure, this is for two reasons:

1. The PSO provides advice, support and guidance<sup>2</sup> to those in the Parish undertaking regulated activity -
2. The PSO should be a member of the PCC or have the right to attend, where a PCC as a charity is responsible for work with children or vulnerable adults (e.g. Sunday school) all PCC members are eligible for an enhanced DBS check

The tasks as described below will usually be allocated to the Parish Safeguarding Officer(s), if they are allocated to anyone else this should be made clear in the Parish safeguarding policy.

### Responsibilities

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<sup>1</sup> 'Eligible' for the purposes of a Disclosure and Barring Service Check means it should be done.

<sup>2</sup> In the context of the role this would constitute management as outlined in Appendix 8 Safer Recruitment Guidelines 2016 - Management in this context includes planning, organising, advising or directing

- To support the PCC and Incumbent with reviewing the Parish safeguarding policies and procedures and ensuring their implementation.
- To attend required training as provided by the Diocese of Bristol.
- To be familiar with the safeguarding policy and procedures of the Diocese of Bristol.
- To be familiar with Local Authority safeguarding procedures and to know how to raise a safeguarding alert for a child or vulnerable adult with the relevant authority.
- To communicate to the Diocesan Safeguarding Adviser any safeguarding concern related to any minister, PCC member, staff member or volunteer to enable the 'Allegations Management' procedure to be used.
- To communicate with the Diocesan Safeguarding Adviser where any advice or support is required regarding reporting and management of any safeguarding issue in the congregation.
- To alert the Diocesan Safeguarding Adviser to the presence of any individual in the congregation who has a relevant conviction or caution or there is reason to believe that they may present a risk to vulnerable adults or children if this is made known to any Church Official. This will enable the DSA to support with a risk assessment and agreement if required.
- To be involved in the Safer Recruitment process including arranging for individuals to apply for Disclosure and Barring Service (DBS) checks where appropriate and maintaining a record of who has undergone a check and when their 5 year renewal is due. And ensuring that current Church of England Safer Recruitment policy is followed.
- To be available for any child or adult to speak to regarding any concerns about a child or vulnerable adult. Including making themselves known to all in the Church and having their contact details and picture displayed within Church premises.
- To ensure appropriate steps are taken to satisfy insurers including recording names of all volunteers with children and young people in the PCC minutes.
- To communicate to PCC and relevant staff and volunteers information regarding safeguarding training required and available and to maintain records of training completed and next due.
- To work with the Incumbent to ensure support is provided for anyone involved with safeguarding issues in the parish as necessary.
- To ensure safe storage of all data and records related to safeguarding.

It is also important that any relevant known safeguarding information is shared with a new PSO on appointment to the role by the incumbent.

In order to achieve these tasks the Parish Safeguarding Officer should have access to PCC meetings and minutes as required and be provided with access to safe storage for records.

<b>Document Control Information</b>		
Document Issued By	Adam Bond	Diocesan Safeguarding Adviser
Document Issued Date	July 2014	
Review Frequency	Annual	
Last Reviewed	February 2017	
Changes at review	<p>Reference to Working Together 2013 updated to 2015 version.</p> <p>Amended to advise to contact DSA if person in a position of trust and seek advice where needed regarding safeguarding issues involving congregation members.</p> <p>Revised wording around training to communicate requirements and availability rather than make available.</p> <p>Information sharing requirement</p> <p>Clarification of eligibility of the role of Parish Safeguarding Officers for an enhanced DBS check.</p>	
Next Review Date	July 2017	