



# How to ...

## Recruit and Induct a new Parish Safeguarding Officer

### What to do when your Parish Safeguarding Officer changes.

- 1) Decide on the role description for the new post holder – a suggested one is available on the Diocesan website here <http://www.bristol.anglican.org/parish-resources/safeguarding/policies-and-procedures/>. Some parishes have one post holder who manages all the areas of the role, whilst others divide out the tasks between two or more individuals.
- 2) Consider how the new PSO will be contacted i.e. using their own telephone number/email address or will the church supply these so that they can be passed on to new post holders as they change in future.
- 3) Safely recruit to the vacant post – follow the Church of England Safer Recruitment Practice Guidance, available through link above.
- 4) Inform Diocesan Safeguarding Team ([safeguarding@bristoldiocese.org](mailto:safeguarding@bristoldiocese.org)) of new post holder(s). We will need the following information.
  - Name
  - Address
  - Telephone Number
  - Email Address
  - Church(es) that are covered by the new post holder
  - Whether or not the new post holder is sharing the role and if so, which parts they are covering.
  - Whether any existing post holders are remaining or standing down.
- 5) Newly appointed post holder should attend the next available Parish Safeguarding Officer Induction training session. Details available in the Safeguarding Training Brochure: <http://www.bristol.anglican.org/training/>

- 6) If the post holder is taking on responsibility for processing DBS checks, they will need to register as the lead recruiter for the parish (contact Diocesan Safeguarding Team for full details of how to do this).
- 7) Ensure the new post holder has access to all the relevant records e.g. records of existing or past safeguarding concerns, training and DBS records.
- 8) Update the Safeguarding information that is made publically available in the parish, e.g. noticeboards, website etc.
- 9) Formally introduce and commission the new post holder within the parish. The Diocese has some suggested liturgy for this, which can be provided if needed.

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