



## **Parishes Safeguarding Officer Role Description**

The Parishes Safeguarding Officer (PSO) is the key link between the Diocese and the parishes concerning safeguarding matters. They will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy. The role can be taken by one person or the role shared, for example with one person covering children and the other vulnerable adults.

The key tasks of the Parishes Safeguarding Officer are to:

1. Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
2. Be familiar with Diocesan safeguarding guidance and ensure that the PCC Safeguarding Representatives and leaders of activities are fully aware of, and are implementing, this guidance.
3. Liaise with the incumbent over safeguarding issues.
4. Keep in touch with the PCC Safeguarding Representatives and the leaders of all activities and offer them advice and support over safeguarding matters.
5. Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA.
6. Attend Diocesan safeguarding training offered for PSOs.
7. Assist with safeguarding training in the parish as appropriate.
8. Attend a meeting of the church leadership (PCC) at least annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Safeguarding Policy.
9. Ensure that the Benefice Safeguarding Policy and contact details are displayed in all Church premises.
10. Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.