

## Parish Safeguarding Officer

**Reports to:** The Vicar

**Role:** This role is central to the safeguarding of children, young people and vulnerable adults in St Paul's church and functions within the wider safeguarding team for the Diocese of Bath and Wells. The safeguarding of children, young people and vulnerable adults is of paramount importance in St Paul's and the Diocese.

**With the support of the Diocesan Safeguarding Team, the Parish Safeguarding Officer is involved in:**

- Safer recruitment, including ensuring that the Church of England Safer Recruitment policies are followed whenever someone is being recruited to a paid or volunteer role in the parish; and the administration of the DBS checking system;
- Maintaining knowledge on how to respond to any disclosure made or concerns raised if somebody believes that a child, young person or vulnerable adult may have suffered, may be suffering or is at risk of harm through abuse, exploitation or neglect. This response includes keeping clear records of any concerns raised, and liaising with the Diocesan Safeguarding Adviser and Incumbent, taking all concerns raised seriously and always, without delay, making referrals if needed. It may also involve helping to arrange support for any victims of abuse, and reporting concerns to the statutory authorities such as Police and Social Services;
- Working with the Diocesan Safeguarding Adviser and the Incumbent to support and monitor the attendance at church of people who have been accused or convicted of violent or sexual offences, or other offences against vulnerable people. A voluntary agreement may be required between the individual and the Diocese. You will be a signatory to any such agreement;
- To ensure that all team leaders in St Paul's know the Diocesan *Safeguarding Children, Young People and Vulnerable Adult Policy* in recruitment for volunteers and that they follow it;
- Raising the profile of safeguarding in their parish, by providing regular reports to the PCC, encouraging relevant people to attend safeguarding training and ensuring that St Paul's has adopted and follows diocesan safeguarding policies;
- To keep up to date with developments in safeguarding through the Safeguarding Newsletter published on the Diocese website twice a year (January and July). You can register for e-mail alerts.

- To ensure your current and correct contact details are maintained by the Diocese;
- To attend safeguarding training at least every 3 years with the diocese of Bath and Wells as advertised in the Safeguarding Newsletter;
- To ensure all those working with children, young people and vulnerable adults in St Paul's attend safeguarding training at least every 3 years.

**Liases with:** The Safer Recruitment Officer, Safeguarding Trainer, the Vicar, the Diocesan Safeguarding Adviser and Assistant Diocesan Safeguarding Adviser and statutory agencies within Weston-super-Mare with responsibility for safeguarding.

*Diocesan Safeguarding Advisor*

Glenys Armstrong

Direct Line: 01749 685135

[Glenys.armstrong@bathwells.anglican.org](mailto:Glenys.armstrong@bathwells.anglican.org)

*Diocesan Assistant Safeguarding Advisor*

Helen Humphreys

Direct Line: 01749 685103

[Helen.humphreys@bathwells.anglican.org](mailto:Helen.humphreys@bathwells.anglican.org)

**Personal Specification:**

- Christian with lifestyle to demonstrate it;
- Willingness to undergo necessary training to keep skills up to date;
- Very well organised with excellent administrative skills;
- Ability in IT systems as all paperwork and forms are online or on a database;
- Proactive person who is able to work independently and in a team.
- Ability to create and review procedures
- Ability to listen and make referral onto Safeguarding Advisor about any concern;
- Friendly and out-going; polite but persistent in following up on requests for information.

**Commitment:** This role is for an initial period of two years.

The time requirement will vary widely through the year. On average a Safeguarding Officer will spend 4 hours per week on this work – although initially when setting up systems the

time commitment will be more.

**Support:**

- Funding to attend training required for the role;
- An annual review with the Vicar.
- On a personal level the Safeguarding Team will have priority in pastoral support.