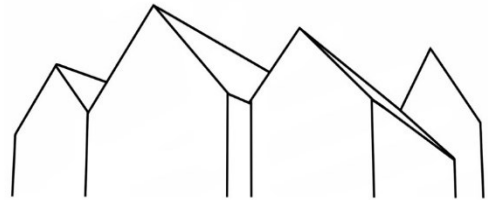


St Lawrence, Eastcote

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The people of Eastcote are the treasure of God's church

Role Description: Parish Safeguarding Officer

Each Parochial Church Council (PCC) will appoint one or more people as the Parish Safeguarding Officer(s) (PSOs) to play an essential role in fulfilling the Parish's commitment to safeguard and promote the welfare of children and adults at risk. The PSOs are the key link between the Diocese and the Parish 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 all relevant safeguarding policy and guidance in the Parish, ensuring that all allegations or suspicions of abuse are taken seriously and responded to in a timely manner.

Main responsibilities

1. Be a source of support, advice and information on all matters of safeguarding children and vulnerable adults in the parish.
2. Be the first point of contact for children, vulnerable adults and other members of the congregation regarding suspicions of abuse and other safeguarding concerns.
3. Respond to all safeguarding concerns in line with the Diocesan Safeguarding Policy, reporting these concerns to the Diocesan Safeguarding Team and liaising with the NSPCC Helpline and the Local Authority as needed and ensuring appropriate records are made and securely retained.
4. Keep the parish priest informed of all concerns, responses and activities relating to safeguarding children and vulnerable adults.
5. Raise the profile of safeguarding in the parish, ensuring that it remains a high priority on the PCC's agenda and report on any issues or concerns with the implementation of the safeguarding policy.
6. Ensure that the requirements for DBS disclosures are met for the appropriate roles.
7. Complete a list of 'local contacts' as per the Safeguarding Policy annually, sending a copy to the Diocesan Safeguarding Officer.
8. Carry out all other duties of the Parish/Church Safeguarding Officer role listed in National and Diocesan Safeguarding Policy from time to time which are not listed above. **Note:** Currently these are listed in Appendix 8 of "[Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance](#)" and Appendix 3 of "Promoting a Safer Diocese" 2018, accessible [here](#): see extracts below.

Extract from Appendix 3 of "Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance"

The Parish Safeguarding Officer is the key link between the diocese and the parish/s, concerning safeguarding matters. She/he 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 the other vulnerable adults.

The key tasks of the parish 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 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 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 Church Safeguarding Policy.
9. Ensure that the Church Safeguarding Policy and contact details is displayed in all Church premises.
10. Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.
11. Promote inclusiveness in places of worship and within church activities.
12. Keep the church leadership informed of good safeguarding practice.
13. Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.

Extract from Appendix 3 of “Promoting a Safer Diocese” re Parish Safeguarding Officer’s responsibilities:

Parish Safeguarding Officer: Required training every 3 years: Leadership

- Work closely with the incumbent to advise within the parish on all safeguarding matters relating to children, young people and vulnerable adults;
- Receive, with the incumbent, any concerns about children or adults in the parish and make sure that proper advice is sought and proper referrals are made;
- Report all matters relating to concerns and allegations of abuse against church officers, in liaison with the incumbent, to the Diocesan Safeguarding Adviser who will liaise with the statutory agencies, as required. Concerns about the incumbent should be raised directly with the DSA;
- Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the Diocesan Safeguarding Adviser and contribute to the management of Safeguarding Agreements;
- Promote safer practices in all activities and make any recommendations required taking into account the particular arrangements of the parish;
- Seek to ensure that Safer Recruitment practice is followed, with the support of diocese.
- Attend diocesan safeguarding training at least every three years;
- Maintain safeguarding records;
- Complete national and diocesan safeguarding self-assessments as required;
- Contribute to the annual review of parish safeguarding arrangements;
- The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC will provide an annual report in relation to safeguarding.
- Supporting other church officers who work with children or vulnerable adults;
- Providing or arranging provision of safeguarding training for parish workers (both volunteers and paid staff)