

**Role Description: Safeguarding Officer**

1. **Overview**

The Parish Safeguarding Officer is the key link between the Diocese and the Parish concerning safeguarding matters. The officer will have an overview of all church activities involving children, young people and vulnerable adults.

This role is based on the Church of England’s safeguarding guidance:

* Children and Young People: *Protecting all God’s children*
* Vulnerable Adults: *Promoting a safe church*

1. **Duties/ Responsibilites**

* To be local ‘champion’ and point of contact for safeguarding advice in the parish and help the parish develop a culture of ‘informed vigilance’.
* Work closely with the incumbent over safeguarding issues, within a framework of confidentiality.
* To monitor the adoption, implementation and review of the safeguarding and related policies in the parish.
* To ensure that there are posters signposting helplines e.g.Childline, Parentline etc, with contacts/ links on the Church website
* Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of and implementing this guidance.
* To identify training needs and to liaise with the approved Deanery Safeguarding Trainer and attend regular training.
* Keep good records of any safeguarding concerns that may arise and ensure that others do the same.
* Keep the church leadership (PCC) informed of good safeguarding practice. Attend meetings of the PCC regularly to ensure safeguarding issues are discussed and the PCC adopt the Church Safeguarding Policy, which is reviewed annually.
* Ensure that the Church Safeguarding Policy and contact details are displayed in the church premises and church website.
* Promote inclusiveness in places of worship and within church activities.
* Undertake regular parish safe-guarding self-assessment in the format offered by the diocese.

1. **Ancillary duties**

To act as an advocate in safeguarding matters, for someone who is finding it hard to speak for themselves.

**4. Requirements and responsibilities**

* The Safeguarding Officer is responsible to:

The incumbent (or their named representative) and through them to the Parochial Church Council.

* The Safeguarding Officer is required to undergo a DBS check and attend the necessary Safeguarding, First Aid and Health and Safety Training sessions.

Adopted by St Michael’s PCC ……………………………….. (Date)

Signed ………………………………………………PCC Chair