Example Role Outline: Parish Safeguarding Officer (PSO)

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

* Treat individuals with respect
* Recognise and respect their abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* The promotion of social justice, social responsibility and respect for others
* Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

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| **Role** | Parish Safeguarding Officer (PSO) |
| **Responsible to** | Incumbent |
| **Key Responsibilities of the Role (tasks to be undertaken)** | |
| CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS)   |  | | --- | | *A lay person with good pastoral and organisational skills and experience of working with children/young people or vulnerable adults. (This should not be the incumbent or his/her partner)* | | *As a volunteer:* | | To 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  the proper advice is sought and proper referrals are made  Report all matters relating to concerns and allegations against church officers, in liaison with the  incumbent, to the diocesan safeguarding adviser (DSA) who will liaise with the statutory agencies as  required. Concerns about an incumbent should be raised directly with the DSA  Ensure that any ex-offenders with offences against children or vulnerable adults know to be in the  church community are notified to the DSA and contribute to managing 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 the diocese (Read and  implement any other relevant PCC policies or guidelines)  Attend safeguarding training at least every three years  Maintain safeguarding records  Complete national, diocesan and parish 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 Annual Parochial Church Meeting (APCM) the PCC will provide  an annual report in relation to safeguarding.) | | The PSO may also be responsible for: ***(please clarify on individual’s job description)***  Being the Children’s and Vulnerable Adult Advocate  Being the DBS Administrator  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 | |  | | |
| |  | | --- | | **Any arrangements for induction, training & support** | |  | | |
| For example:   |  | | --- | | Attend specific diocesan PSO training session | | Attend Safer Recruitment training | | Safeguarding training every three years | |  | | |
| |  | | --- | | **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)* | | |
| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY  For example:   |  | | --- | | Close liaison with Diocesan Safeguarding Administrator (Diocesan Office) and DSA/ ADSA | |  | |  | | |
| |  | | --- | | **Role to be reviewed** *(insert date)* | |  |
| **The role is eligible for a criminal record (DBS) check which is renewable every five years** *(insert yes / no)* | Yes |
| **Level of criminal record (DBS) check which is required for this role** | Enhanced |