

DIOCESE OF WORCESTER

ASSISTANT DIOCESAN SAFEGUARDING OFFICER (TRAINING)

OVERVIEW OF ROLE:

As set out in the Canons and Regulations of the Church of England, the Diocesan Safeguarding Officer (DSO) has responsibility in the diocese, independent of the Bishop, for the professional leadership on and management of matters relating to the safeguarding of children and vulnerable adults. The Assistant Diocesan Safeguarding Officer (ADSO) will support the DSO to fulfil their role.

The ADSO (Training) will have a particular role in helping the DSO to develop, deliver and maintain an appropriate and high-quality programme of safeguarding training for all licensed, authorised and other identified accountable roles within the Diocese in line with the Church of England and Diocesan policy, procedures and standards. The ADSO will also work closely with the diocesan safeguarding team to provide effective support to parishes and undertake casework to prevent and address risk

REPORTS TO: The Director of Safeguarding who is also the Diocesan Safeguarding Officer.

JOB DESCRIPTION

KEY ROLES AND RESPONSIBILITIES:

The Assistant Safeguarding Officer (ADSO) will support the DSO to fulfil their role, providing best practice operationally in line with the National CofE Safeguarding Standards (as set out below) to ensure good outcomes for children, young people and vulnerable adults

National Standard 1: Culture, leadership and capacity.

Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high-quality safeguarding practices and outcomes.

National Standard 2: Prevention.

Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.

National Standard 3: Recognising, Assessing and Managing risk.

Risk assessments, safety plans and associated processes are of a high quality and result in positive outcomes. The assessment and management of risk is underpinned by effective partnership working.

National Standard 4: Victims and Survivors.

Victims and survivors experience the timeliness and quality of Church bodies' responses to disclosures, and their subsequent support, as positively meeting their needs, including their search for justice and helping their healing process

National Standard 5: Learning, Supervision and Support.

All those engaged in safeguarding-related activity in Church bodies receive the type and level of learning, professional development, support and supervision necessary to respond to safeguarding situations, victims and survivors, and respondents, effectively.

More information on the national standards can be found here:

<https://www.churchofengland.org/safeguarding/national-safeguarding-standards>

Principle Tasks

Training and Parish Support

The ADSO (Training) will have a key role in:

- Creating, implementing, monitoring and reporting on the safeguarding training strategy for the diocese.
- Delivering the nationally provided safeguarding training in an effective and engaging way
- Supporting parishes in the implementation of the 5 National Safeguarding Standards, having a particular focus on the Learning, Supervision and Support and Prevention Standards.

This will include:

- Developing professional relationships with Parish Safeguarding Officers, Clergy and Church Officers at parish level.
- Assisting and supporting clergy and PCCs in their implementation of safeguarding policy and guidance, particularly in relationship to safer recruitment queries
- Undertaking safeguarding audits of parishes, identifying areas for development and supporting parishes in implementing these and following up outcomes of the PCC's use of the self-assessment safeguarding audit tools.
- Supporting parishes during a child or adult protection enquiry and afterwards, including arranging the support for congregations and individuals affected by allegations of abuse.

Casework and Risk Assessments

The ADSO (Training) will support the work of the safeguarding team in:

- Providing advice and support in adherence with the House of Bishop's safeguarding policies and processes where safeguarding concerns or queries arise concerning the welfare of vulnerable people (children, young people and adults at risk) as well as concerns about those whose behaviour may pose a risk.
- Managing new and existing cases both serious and low-level concerns.

- Undertaking initial fact finding relating to any concerns that have been raised about inappropriate behaviour towards a child or an adult at risk. This includes non-recent allegations of abuse.
- Providing guidance and direction where there are concerns about adults who may be a risk to children or vulnerable adults or to themselves.
- Reporting into safeguarding case management groups, providing professional advice to ensure good decisions are made with key personnel in relation to managing complex cases.
- Undertaking risk assessments of individuals where there are, or have been, concerns about their behaviour towards children or adults at risk, where they have convictions for offences against children or adults at risk, or where they have a blemished DBS disclosure.
- Drawing up and regularly reviewing safety plans to enable individuals, about whom there is a child or adult safeguarding concern, to worship whilst protecting children or adults from any potential risk.
- Responding sensitively to victims and survivors of abuse, providing care, advice and identifying support according to their wishes.
- Liaising with statutory agencies including the Local Authority Designated Officer, the Police, Children and Adult Services and the Probation Service on relevant cases.
- Attending strategy meetings, child or adult protection conferences, MAPPA meetings as requested by the DSO.
- Keeping and maintaining accurate records and files in relation to case work, ensuring that the records are suitable for admission in legal proceedings.

Other tasks may be included, as requested by the Director, as new methods and procedures emerge following national guidance.

KEY RELATIONSHIPS:

It is essential that the ADSO maintains excellent working relationships with:

- The Director of Safeguarding/ Diocesan Safeguarding Officer, the Deputy DSO and other members of the Diocesan Safeguarding Team (DST)
- Parish and deanery clergy, Parish Safeguarding Officers (PSOs)
- The Diocesan and Suffragan Bishop, the Bishop's Chaplain, Archdeacons and other members of the bishop's office
- Members of the Diocesan Safeguarding Advisory Panel and Diocesan Operational Safeguarding Group
- Members of the Diocesan Board of Finance
- The Cathedral Safeguarding Officer and other members of the Cathedral safeguarding team
- Statutory Colleagues eg Police, Probation, Adult and Children Services
- Ecumenical or multi-faith forums and non-statutory safeguarding partners (eg: specialist safeguarding charities).
- The National Safeguarding Team, in particular members of the National Learning and Development team and the Regional Safeguarding Lead

PERSON SPECIFICATION

Skills/Aptitudes

The successful candidate will be able to demonstrate the ability to:

1. Apply good safeguarding practice in a way that delivers positive outcomes for children and adults.
2. Support the leadership across an organisation regarding the development of good safeguarding practice and healthy safeguarding cultures.
3. Present training material confidently with a clear and supportive presentation style.
4. Train and build confidence in others in an accessible way.
5. Maintain the highest standards of confidentiality and to work sensitively around those affected by safeguarding issues.
6. Be well organised with good eye for detail.
7. Provide written reports regarding the progress of the training programme as part of the diocese's quality assurance work

Knowledge/Experience

The successful candidate will be able to demonstrate the following:

1. Proven experience of effective leading and delivering of training events, including online delivery
2. Good understanding of safeguarding practices within a complex organisation such as the Church of England.
3. Excellent IT skills, including word processing, databases, spreadsheets, graphic and visual presentation skills.
4. Case worker responsibility in cases involving the protection and safeguarding of children and / or adults.
5. Working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.
6. Experience of working with victims, survivors and perpetrators of abuse.
7. Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding.

Personal Attributes

The successful candidate will have the following attributes:

1. Excellent inter-personal skills and a strong team player
2. The ability to inspire the trust, confidence and commitment.
3. A good understanding of self; understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations.
4. The ability to be self-reflexive, welcoming feedback from others.
5. A high level of personal resilience – working effectively in a pressured environment and under scrutiny.

6. A strong commitment to equality and diversity.
7. Passionate about safeguarding as an essential part of the organisation's work
8. A broad sympathy with the aims and objectives of the Church of England.
9. Ability to work flexible hours, including evening and weekend work as negotiated with the Director of Safeguarding.

Education & Qualifications

The successful candidate will have a relevant qualification with extensive experience in safeguarding (e.g. social work, probation, law, police, health or education). Evidence of accreditation in delivering training would be desirable.

Additional Information

The post holder:

- Will be expected to work core, flexible hours including occasional evening and weekend working.
- Will be able to travel widely and flexibly in both the rural and the urban parts of the Diocese. A current driving licence is essential unless suitable alternative arrangements can be made
- Will receive professional, supportive supervision which the post-holder will be expected to participate in.

This post will be based at the Diocesan Office in central Worcester with some home working possible and will require travel around the diocese.

The appointment is subject to a satisfactory outcome of a DBS enhanced plus barring check.

The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

The Church of England is committed to the safeguarding, care and nurture of everyone within our church community. In the Diocese of Worcester we follow and are committed to the Church of England's House of Bishops' Safeguarding Policies and the relevant statutory legislation and guidance "Working together" to ensure the welfare of children and young people is paramount. We acknowledge that everyone has a part to play in this, whatever their role.

Safeguarding training level: Leadership.