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***PARISH OF LEDSHAM WITH FAIRBURN***

**JOB DESCRIPTION FOR SAFEGUARDING OFFICER**

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, young people 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 (or Area Dean if there is no 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. Report to and attend annual parochial church meeting to discuss and adopt the 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. Send a safeguarding report for every PCC meeting. If no safeguarding concerns have arisen, this report can simply say ‘no concerns reported’

12. In the event of being made aware of any safeguarding concerns the parish safeguarding representative must report it to the PCC as soon as possible (respecting appropriate bounds of confidentiality) and be available to meet the PCC and respond to questions.

13. Promote inclusiveness in places of worship and within church activities.

14. Keep the church leadership informed of good safeguarding practice.

15.Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.

*Job description taken from diocesan template, revised on recommendation of PCC on 10th June 2020.*