

Volunteer Role Description for PARISH SAFEGUARDING OFFICER	
<p>The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.</p>	
Name of church/body	St Barnabas Church, Swanmore
Role title	Parish Safeguarding Officer (PSO)
Main purpose of the role	<ul style="list-style-type: none"> • The PSO is the key link between the diocese and the parish concerning safeguarding matters • PSO will have an overview of all church activities involving children, young people and vulnerable adults • Will seek to ensure the implementation of the Safeguarding Policy and Procedures and see that those set out in the Parish Safeguarding Policy are adhered to • 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
What you will be doing	<ul style="list-style-type: none"> • Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities • Be familiar with Diocesan safeguarding guidance and ensure that leaders of activities are fully aware of and are implementing this guidance • Liaise with the incumbent or church wardens during interregnum over safeguarding issues • Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters • Liaise as necessary with the Diocesan Safeguarding Advisers (DSA) and report all concerns or allegations against church officers to 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 • Attend Diocesan safeguarding training offered for PSO's • Assist with safeguarding training in the parish as appropriate • Ensure safeguarding is a standing agenda item at every PCC meeting • Comply and maintain the online Parish Safeguarding Dashboard & provide a Safeguarding Action Plan to every PCC meeting • 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 • Ensure that the Church Safeguarding Policy and contact details

	<p>are displayed in all Church Premises</p> <ul style="list-style-type: none"> • Keep good records of any safeguarding concerns that may arise, and ensure that others do the same • Ensure all safeguarding records comply with GDPR and are retained in accordance with Church of England Guidance • Promote inclusiveness in places of worship and within church activities • Keep the church leadership informed of good safeguarding practice • Assist with recruiting prospective volunteers in line with the Church of England’s Safer Recruitment requirements including DBS checks at the appropriate level as required and keep a record of the permitted volunteer DBS details • Signpost volunteers to relevant safeguarding awareness training and keep records of attendance
When and where you will be doing it	<p><u>Time commitment:</u> As and when needed</p> <p><u>Place of work:</u> Home address, church office or elsewhere by agreement</p> <p><u>Report to:</u> Incumbent, Churchwardens during interregnum and Diocese Safeguarding Adviser where necessary</p>
Disclosure & Barring Service (DBS) Requirements	<p>Role requires an Enhanced DBS check</p> <p>This DBS check needs to be renewed every 3 years unless avoided by subscribing to the on-line DBS update service</p>
Who you will be responsible to	<ul style="list-style-type: none"> • The Incumbent or Churchwardens during an Interregnum • St Barnabas PCC • Portsmouth Diocese Safeguarding Advisors
Training requirements	<ul style="list-style-type: none"> • The Church of England training requirements for this post can be found at: https://www.portsmouth.anglican.org/safeguarding/training/ • Thirtyone:eight Bulk Recruiter training course • Additional training as required • The highest level training, needs to be refreshed every three years
Support you will be given	<p>The Chair and PCC provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with support, supervision and training</p>
General information	<ul style="list-style-type: none"> • This role is voluntary and can be taken by one person or be shared • The successful candidate would be appointed by the PCC after meeting the Church of England and St Barnabas Church Safer Recruitment requirements • Comply with Portsmouth Diocese & St Barnabas Church Safeguarding Policy & Procedure • Comply with General Data Protection Regulations • The post holder should always feel free to talk to the PCC Chair at any point to discuss adjusting or continuing in this role • This post is subject to a satisfactory probationary period of three months • This Role Description is binding in honour only, and it does not create a legally binding contract

Created by: Caroline Vost (PSO)	Date PCC approved: 200723	Review date: 20 th July 2024
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