

## Role Description:

# Parish Safeguarding Representative

Parish Safeguarding Representatives are at the forefront of safeguarding in the Diocese of Exeter, working hand-in-hand with their clergy, the PCC and the Diocesan Safeguarding Team to make our churches safer and welcoming to all.

There are three main parts to the role which are advocacy, handling the reporting of concerns, and localising safeguarding policy and practice.

## Duties/Responsibilities

- To be familiar with the safeguarding policy and procedures of the Diocese of Exeter.
- To support the PCC and clergy with reviewing the Parish safeguarding policies and procedures and ensuring their implementation.
- To be familiar with safeguarding procedures and to know how to raise a safeguarding alert for a child or vulnerable adult with the relevant authority.
- To communicate to the Diocesan Safeguarding Team any safeguarding concern related to any minister, PCC member, volunteer or paid worker.
- To alert the Diocesan Safeguarding Team to the presence of any individual in the congregation who has a relevant conviction or there is reason to believe that they may present a risk to vulnerable adults or children if this is made known to any Church officer.
- To communicate with the Diocesan Safeguarding Team where any advice or support is required regarding any safeguarding issue in the congregation.
- To be available for any child or adult to speak to regarding any concerns about a child or vulnerable adult. Including making themselves known to all in the Church and having their contact details and picture displayed within Church premises.
- To attend required training as provided by the Diocese of Exeter.
- To communicate to the PCC and relevant volunteers and staff information regarding required safeguarding training, and to maintain records of training completed and due for renewal.
- To be involved in the Safer Recruitment process and ensure that current Church of England Safer Recruitment policy and guidance is followed.
- To ensure appropriate steps are taken to satisfy insurers including recording names of all volunteers appointed to work with children, young people and vulnerable adults in the PCC minutes.

- To work with the clergy and the Diocesan Safeguarding Team to ensure support is provided for anyone involved with safeguarding issues in the parish as necessary.
- To ensure safe storage of all data and records related to safeguarding.

Parish Safeguarding Representatives often choose to fulfil the parallel role of DBS Verifier (evidence checker) for their parish, but this role can be fulfilled by another person or supported by additional volunteers, as approved by the PCC.

### **Responsible to (named contact for support and resolution of any difficulties):**

[The Incumbent] and through them to the PCC.

### **Checks Required Prior to Appointment**

- This role requires a Basic DBS check to be carried out by the Parish.
- If the Parish Safeguarding Representative is also a PCC member, as a Trustee of a charity supporting work with children and vulnerable adults, they may be eligible for an Enhanced DBS check. **(Please see note 1 below)**
- A minimum of two written references must be obtained. Referees must be over 18 and not be family members or relatives. 'Self-supplied', 'to whom it may concern' and verbal references must not be accepted. At least one of the references must be from outside of the current Church body. At least one of the references must comment on the applicant's ability to work with the group with whom he/she will be volunteering. If the applicant is currently working/volunteering with children, young people or vulnerable adults, or has done within the past two years, then a reference must be sought from that organisation. If the applicant has come to the Church body from another Church body within the past two years, a reference must be sought from that previous Church body.

### **Safeguarding 'Dos & Don'ts'**

*Protecting others and protecting yourself*

<b>Do</b>	<b>Don't</b>
<ul style="list-style-type: none"> <li>• Report all concerns about the safety or well-being of an individual to:-             <ul style="list-style-type: none"> <li>○ the Incumbent</li> <li>○ the Diocesan Safeguarding Team</li> <li>○ the Statutory Agencies (when unable to contact the Diocesan Safeguarding Team regarding serious concerns)</li> <li>○ the Police (where there is an immediate risk of harm to a person)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Offer confidentiality when you have a duty to report all concerns for safety</li> <li>• Investigate disclosures; simply get clarification of details and report the information shared</li> <li>• Try to work in isolation; your clergy and the Diocesan Safeguarding Team are there to support you in handling any concerns</li> </ul>

<ul style="list-style-type: none"> <li>• Carry out a personal risk assessment for lone working</li> <li>• Keep a written record of all incidents or disclosures (signed and dated)</li> </ul>	
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**Note 1:**

PCC's must comply with the Charity Commission guidance and legislation in relation to charities. The Charity Commission recommends that trustees always obtain a DBS check when eligible to do so as this is an important tool in ensuring that the person is suitable to act as such. Therefore, if a PCC sponsors and approves, in its own name, children's, young people or vulnerable adult's work then PCC members (as trustees) are likely to be eligible for enhanced DBS even if they are not themselves directly involved in the delivery of activities for children and or vulnerable adults. The exact guidance on PCC members eligibility for enhanced DBS checks can be found in Section 9 of [Safer Recruitment and People Management](#) in the 'Toolkit' section under 'DBS Role Eligibility Guidance'. However, please contact the Diocesan Administrator for Safeguarding and DBS for further clarification.