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Safeguarding Office

**Role: Parish Safeguarding Representative**

*(This role is subject to an enhanced DBS with a check against the child and adult workforce with child barred list. This role should not be taken up until the volunteer has completed the DBS process and has been formally appointed.)*

*This is a diocesan appointment.*

**Main Responsibilities:**

**Parish**

1. To familiarise themselves with National Safeguarding Policies. (<http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>)
2. Ensure Parishes and local communities are aware of the importance of protecting children and adults at risk, and what is involved in promoting good and safe practice. This will include basic concept of appropriate behaviour.
3. Become familiar with the various activities in which children and adults at risk are involved within your parish. Carry out regular audits.
4. To be involved in the safe recruitment of people to roles within the parish, and have responsibility for facilitating the DBS Disclosure procedure at parish level to ensure that everybody who is required to go through the procedure does so.
5. Promote awareness of Safeguarding Policies and ensure up to date information is readily available. Offer a supportive presence in the Parish, whilst understanding that responsibility for Pastoral Care to victim/survivor of abuse or to alleged abuser is not part of the role.
6. Meet locally with the Parish Priest and other key parish individuals and report to any Parish Council.
7. Be easily accessible to both children and adults within the Parish.
8. Not to initiate investigative action.

**Diocese**

1. Maintain regular communication with the Diocesan Safeguarding Office.
2. Act as a central point for concerns to be shared and passed on to the Diocesan Safeguarding Office.
3. Refer concerns and allegations to the Diocesan Safeguarding Office, or emergency services if appropriate.
4. May be required to work closely with the Diocesan Safeguarding Team in practical matters following an allegation, disclosure or the identification of an offender in the Parish.

**Person Specification:**

1. The ability to relate with care, respect and ease to both adults and children, especially in challenging situations.
2. A willingness to be proactive in promoting a safe environment for all in the parish.
3. The ability to share any concerns, allegations and or disclosures with the Safeguarding Office or other agencies as directed.
4. To have access to a computer, email and internet.
5. To be confident in use of IT and to use diocesan and national systems to complete DBS applications and for communication and training purposes.
6. Must be over 18yrs of age.
7. To attend training regularly and to pass on information and learning from these sessions.
8. Assess local Parish needs and liaise with the Safeguarding Team to deliver appropriate training.
9. Complete EDUCARE e-learning modules (as set out below) and refresher modules annually.

**Training Requirements:**

**Educare Modules- Essential:**

**Safeguarding Children – to be completed prior to appointment**

**Safeguarding Adults – to be completed prior to appointment**

**Following training to be completed within three months of appointment:**

**Domestic Abuse Children and Young People**

**Online Safety**

**Mental Capacity**

**Suggested additional learning modules:**

**Understanding Anxiety**

**Understanding Low Mood and Depression**

**Understanding Self Harm**

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(FOR OFFICE USE ONLY: DBS Product – CM4)

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