

Parish Safeguarding Officer (PSO)

The Diocese of Salisbury Safeguarding Advisor recommends that the PCC is appoints at least one Parish Safeguarding Officer to work with the Vicar and the PCC to implement safeguarding policies, procedures and guidelines. Some parishes may wish to appoint two PSOs, one concentrating on children and the other on adults who may be at risk of abuse.

Role

The role of the Parish Safeguarding Officer is to:

- Ensure that a safeguarding policy, procedure and guidance is developed for the parish.
- Ensure that information on safeguarding is available in ***** Church and church premises
- Keep the PCC informed of any changes needed as advised by the Diocesan Safeguarding Advisor
- Provide the PCC with regular updates on safeguarding and report at least annually on the implementation of the safeguarding policy, procedure and guidance within the parish.
- Work with the priest in charge to ensure that the safeguarding policies and procedures are known and acted on within the parish.
- Receive, with the priest in charge, any concerns about children or adults in the parish and making sure that the proper advice is sought and that a proper referral is made.
- Ensure that a safer recruitment policy and procedure is adopted and followed and that where indicated in the job / role description the appropriate level of Disclosure and Barring Service (DBS) check is undertaken
- Work with the Diocesan Safeguarding Advisor and the priest in charge to ensure that safeguards are put in place in respect of people who are on the Sex Offenders Register and who regularly worship at *****.
- Verify applications for DBS checks. Check the DBS Update Service where applicants are already registered with that service.
- Oversee the work of the DBS Verifier if one is in post
- Liaise with the Church Administrator to ensure that accurate records of people who have had DBS checks are kept securely and that these checks are renewed every five years.
- Act as the link person between the Diocesan Safeguarding Advisor and the parish
- Arrange / provide information on training arranged by the Diocesan Safeguarding Advisor for staff and volunteers
- Advise on good practice in respect of working with children and adults who may be at risk of abuse.

- Ensure that other organisations which are regularly providing a service on church premises for children or adults, who are may be at risk of abuse, have safeguarding procedures in place.

Reporting to: The priest in charge and in some circumstances the Diocesan Safeguarding Advisor

Requirements to be a Parish Safeguarding Officer

In order to be a Parish Safeguarding Officer a person should:

- Be a regular worshipping member of *****church
- Have been selected and recruited by the PCC in line with *****'s Recruitment Procedure
- Not already be an office holder (this includes clergy) or have leadership responsibility for children, young people or adult work (pastoral care) in the parish so that independence can be maintained.
- Either be a member of the PCC or have the right to attend PCC meetings
- Attend training recommended by the Diocesan Safeguarding Advisor including training to be a verifier of DBS Check Forms

Requirement for a Disclosure and Barring Service Check

The role of Parish Safeguarding Officer will be subject to an enhanced Disclosure and Barring Service check because they may have significant and unsupervised contact with both children and adults who may be at risk of abuse.

If the Parish Safeguarding Officer is regularly (at least 3 times a month) working unsupervised with children they will also require a Barred List Check because they are undertaking a Regulated Activity.

