**Purpose of role**

The Parish Safeguarding Officer (PSO) is the key link between the diocese, the Parochial Church Council (PCC) and worshipping communities/gathered communities/justice initiatives concerning safeguarding matters. The PSO is appointed by and supports the PCC. You will be responsible for oversight of safeguarding in your named worshipping community/gathered community/justice initiative and have an overview of all activities which involve children, young people and vulnerable adults

The role is not deemed by Disclosure and Barring (DBS) as a regulated activity so does not require a DBS check. This role is voluntary and is overseen by the PCC.

**Person specification:**

1. Willingness and aptitude to undertake the role, attend the relevant training and

undertake their own development in the field of safeguarding.

2. Ability to challenge in an appropriate, supportive manner.

3. Ability to demonstrate why safeguarding is intrinsic to the Christian faith.

4. Ability to instigate and manage difficult conversations.

5. Ability to articulate the need for culture change with regard to safeguarding in the

Church as a whole, and in particular in their parish community.

6. Ability to demonstrate an empathetic and objective attitude with integrity when dealing

with possible allegations of abuse.

7. Ability to manage sensitive information and, where needed, understand confidentiality

and data sharing.

8. Ability to use IT effectively including use of email, SharePoint, and Microsoft 365 applications.

9. The PSO should not be related to, or have a [conflict of interest,](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/section-1-purpose) with the vicar / priest

(or anyone acting on their behalf as an interim arrangement);

10. Willingness to declare and explore with members of the Parochial Church Council

/Diocesan safeguarding team ways to manage any potential conflicts of interest

**General responsibilities**

1. Take your own journey with God seriously

2. Be responsible for complying with all relevant policies and procedures

3. Undertake mandatory training i.e. Basic Safeguarding, Foundation, Safer Recruitment and People Management, Responding Well to Domestic Abuse online, Induction and Leadership training (either face to face or via Zoom/Teams) and any other training as required

**Specific responsibilities**

1. Be familiar with the [Safeguarding e-manual | The Church of England](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/section-1-purpose) and how it is

implemented in local practice.

2. Establish positive working relationships with the Diocesan Safeguarding Officer /

Team.

3. Refer all safeguarding concerns to the Diocesan Safeguarding Officer / Team.

4. When someone is in immediate risk or needs urgent medical attention, report

concerns to emergency services.

5. Discuss regularly with the parish priest / vicar and the PCC any emerging

safeguarding issues, and support them in resolving those issues.

6. Work with the Diocesan Safeguarding Officer / Team to determine which members of

staff and volunteers need which level of training and when refresher training is

needed, and ensure that this is satisfactorily completed.

7. Have an awareness of all activities involving children and vulnerable adults, keep a

record of them and assist with the safeguarding risk assessment of these activities.

8. Help facilitate discussions about what the parish sees as a safe culture, what the

current barriers may be and how they might be resolved.

9. Support the PCC in the delivery of its responsibilities around safer recruitment and

people management.

10. Ensure safeguarding contact details are displayed in all Church premises and on

websites (where applicable);

11. Where appropriate, help the parish develop protocols to keep themselves and their visitors safe.

12. Contribute to relevant reports and meetings with a safeguarding perspective, to

support the vicar / priest and the PCC in the delivery of their safeguarding responsibilities using the standard reporting tool available from the Diocesan website <https://liverpoolcofe.org/safeguarding-matters/>

13. Comply with all requirements regarding the accurate reporting, recording, and storage of safeguarding records in conjunction with the Diocesan Safeguarding Team.

14. Regularly update the Parish Safeguarding Dashboard software in partnership with the clergy and PCC.

**Additional responsibilities for Lead Safeguarding Officers in larger Parishes**

Some Parishes are much larger, for example those in the Fit for Mission process. These parishes still have one Parish Safeguarding Officer per church. However, they form a team of PSO’s that come to together as a Safeguarding sub-committee that is accountable to the PCC.

The Lead Safeguarding officer is elected annually from the members of the sub-committee and is therefore and existing Parish Safeguarding Officer.

The additional responsibilities are as follows.

1. Act as Chairperson for the safeguarding sub-committee/local safeguarding team. Ensure that they meet regularly and that records of the meeting are kept.
2. Represent the safeguarding sub-committee at PCC level by giving safeguarding updates for all churches in the Parish using the standard reporting tool available from the Diocesan website <https://liverpoolcofe.org/safeguarding-matters/>
3. Alongside the Safeguarding Sub-committee/Local Safeguarding Team ensure that all worshipping communities/gathered communities/justice initiatives understand implement and adhere to all safeguarding policies and procedures and that they are kept up to date with policy, procedure, and training developments.