



## **Role description – Parish Safeguarding Rep**

### **Parish**

- 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.
- Become familiar with the various activities in which children and adults at risk are involved within your parish. Carry out regular audits.
- 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 and ensure that everybody who is required to go through the procedure does so.
- 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.
- Meet locally with the Parish Priest and other key parish individuals and report to any Parish Council.
- Be easily accessible to both children and adults within the Parish.
- Not to initiate investigative action.

### **IT**

- To have access to a computer, email and internet.
- To be confident in use of IT and to use diocesan and national systems to complete DBS applications and for communication and training purposes.

## **Diocese**

- Maintain regular communication with the Diocesan Safeguarding Office.
- Act as a central point for concerns to be shared and passed on to the Diocesan Safeguarding Office.
- Refer concerns and allegations to the Diocesan Safeguarding Office, or emergency services if appropriate.
- 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.

## **Training & Resources**

- To attend training regularly and to pass on information and learning from these sessions.
- Assess local parish needs and liaise with the Safeguarding Team to deliver appropriate training.

**16.06.15 ME**