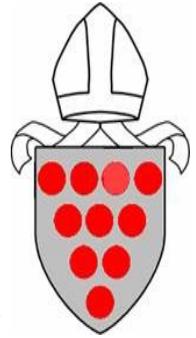


Role Outline: Benefice Safeguarding Officer (PSO)



The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Benefice Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their own abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs of the people they make contact with
- Promote the rights of the individual to make their own decisions and choices, unless it is unsafe
- Ensure the welfare and safety of all
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are Safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

Role	Benefice Safeguarding Officer
Responsible to	Incumbent
Key Responsibilities of the Role (tasks to be undertaken)	
<p><i>A lay person with good pastoral and organisational skills and experience of working with children/young people or vulnerable adults.</i></p> <p><i>As a volunteer:</i></p> <ul style="list-style-type: none"> • To work closely with the incumbent to advise within the benefice on all safeguarding matters relating to children, young people and vulnerable adults • Receive, with the incumbent, any concerns about children or adults in the benefice and make sure that the proper advice is sought and proper referrals are made • Report all matters relating to concerns and allegations against church officers, in liaison with the incumbent, to the diocesan safeguarding adviser (DSA) who will liaise with the statutory agencies as required. Concerns about an incumbent should be raised directly with the DSA • Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the DSA and contribute to managing Safeguarding Agreements • Promote and seek to ensure that Safer Recruitment practice is followed with the support of the diocese (Read and implement any other relevant PCC policies or guidelines) • Maintain safeguarding records • Complete national, diocesan and benefice safeguarding self-assessments as required • Contribute to the annual review of benefice safeguarding arrangements • The PSO should regularly report on safeguarding in the benefice. (Safeguarding should be a standing agenda item at each PCC meeting. At the Annual Parochial Church Meeting (APCM) the PCC will provide an annual report in relation to safeguarding.) 	

The PSO must:

- Act as the DBS Administrator
- Support other church officers who work with children or vulnerable adults
- Provide or arrange provision of safeguarding training for benefice workers, both volunteers and paid Staff

Any arrangements for induction, training & support

Attend specific diocesan PSO training session
Attend Safer Recruitment training
Safeguarding training every three years

Any practical arrangements relevant to the role

(e.g. process for paying expenses, times role should be carried out, provision of equipment)

Close liaison with Diocesan Safeguarding Administrator (Diocesan Office) and DSA/ ADSA

Role to be reviewed *(insert date)*

Annually

The role is eligible for a criminal record (DBS) check which is renewable every five years *(insert yes / no)*

Yes

Level of criminal record (DBS) check which is required for this role

Enhanced

