

ARCHDIOCESE OF SOUTHWARK

ROLE DESCRIPTION

Local Safeguarding Representative

ROLE TITLE: Local Safeguarding Representative.
RESPONSIBLE TO: Parish Priest.
ROLE PURPOSE: The Local Safeguarding Representative has a key role to play in the management of the Safeguarding Procedures.

MAIN RESPONSIBILITIES

1. To make themselves familiar with all aspects of the safeguarding procedures and know where parishioners might access the National Safeguarding Policies.
2. To keep a record of all under 18 activities within the Church and those who run them.
3. To keep a record of all activities involving vulnerable adults within the Church and those who run them.
4. To be willing to participate in basic safeguarding training and ongoing training.
5. To assist the parish in raising awareness to the issues of Safeguarding by
 - ❖ promoting or arranging suitable and relevant training;
 - ❖ ensuring that all volunteers working with young people understand and adopt a safe code of conduct.
6. To inform external organisations eg sports clubs who use Church facilities, of the need to have their own safeguarding policy.
7. To assist the parish priest with the implementation of Diocesan Safeguarding Policies in the parish.
8. With the parish priest ensure that the Diocesan recruitment process takes place by
 - ❖ asking all volunteers to complete appropriate application forms;
 - ❖ arranging for references to be taken up;
 - ❖ interviewing prospective volunteers in the parish working with children and vulnerable adults;
 - ❖ identifying volunteers who require a CRB Disclosure and administering the process.
9. Assist the parish priest in monitoring the work of new volunteers. This can be achieved through the following:
 - ❖ reviewing new volunteers after an initial 6 month probationary period
 - ❖ being available to discuss matters of concern with volunteers
 - ❖ showing an interest in the work being done with children, young people and vulnerable adults within the parish.
10. To act as a recognised contact point for adults and young people who need to report concerns about child and vulnerable adults safeguarding.

11. To refer any concerns about a child or a vulnerable adult to the appropriate agency according to Diocesan policy.
12. To assist the parish priest in the management/monitoring of known sex offenders in the parish, if the need arises.

PERSON SPECIFICATION

The Local Safeguarding Representative will need:

- to be a trusted person within the parish community and have skills of tact, resilience, communication and understanding to undertake this vital role;
- to have basic skills in observation and listening;
- a clear commitment to the protection of children and vulnerable adults based on a belief in the dignity of the human person;
- the ability to put the principle of the paramount welfare of the child (or vulnerable adult) first in any decision making about children or vulnerable adults and not to be swayed by external pressures to depart from this principle;
- the ability to refer child protection or vulnerable adult protection issues to the appropriate statutory or police authorities as specified in Diocesan policy;
- the ability to record child/vulnerable adult protection concerns, in writing and to collect and record data about activities in the parish involving children or vulnerable adults;
- to be sensitive to the concerns of volunteers, in particular in relation to aspects concerning form completion and ongoing supervision and monitoring and be able to explain the requirements of volunteers to comply with the policy;
- to respect and maintain confidentiality.