

Parish Safeguarding Officer (PSO)

Parishes are required to appoint at least one co-ordinator to work with the incumbent and the parochial church council (PCC) to implement policy and procedures. The coordinator must ensure that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Adviser. It may be appropriate for this coordinator to be someone without other pastoral responsibility for children in the parish. The Coordinator should either be a member of the PCC or have the right to attend the council and should report at least annually on the implementation of the policy within the parish. In multi-parish benefices the same person may hold the post for the whole or part of the benefice.

Appointment

The Parish Safeguarding Officer:

- Is appointed by the Incumbent and PCC.
- Should be a member of, or at least in attendance at the PCC.
- Is subject to an Enhanced Disclosure and Barring Service (DBS) check.
- Should attend face-to-face Diocesan Safeguarding Training within a year of appointment.
- Should alert the Diocesan Safeguarding Administrator (01473 298540 or safeguarding@cofesuffolk.org) of any changes of safeguarding officer or their details.

Role Description

The Parish Safeguarding Officer will:

- Assist the parish or benefice in implementing safeguarding policy, procedure and good practice.
- Annually review, with the incumbent, the implementation of safeguarding policy and practice and report to the Annual Parochial Church Meeting.
- Ensure that safeguarding concerns are appropriately reported.
- Ensure the safest possible recruitment of all staff, paid and volunteer, in accordance with the latest Church of England Practice Guidance: <https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx>
- Assist the parish in maintaining a secure record for each person of
 - i. contact details
 - ii. confidential declaration
 - iii. date that a DBS disclosure was obtained through the diocese > the workforce, date issued and disclosure number
 - iv. date training has been completed and level of training.
- Ensure the NSPCC or Childline details are displayed prominently.
- Ensure that appropriate parental consent and emergency contacts are kept for each child.
- Check that the correct insurance is in place for all activities involving children or vulnerable adults.